

AGENDA

REGULAR SCHOOL BOARD MEETING

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

September 24, 2013

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

- a. August 27, 2013, 4:30 p.m. – School Board Workshop
- b. August 27, 2013, 6:00 p.m. – Regular School Board Meeting
- c. September 3, 2013, 4:00 p.m. – School Board Workshop
- d. September 3, 2013, 6:00 p.m. – Final Budget Hearing
- e. September 10, 2013, 4:00 p.m. – Special School Board Meeting
- f. September 10, 2013, 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) **SEE PAGE #6**

- a. Personnel 2013 – 2014

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number One – **SEE PAGE #9**

Fund Source: 420 (Federal) Fund  
Amount: \$.00

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Purchase Orders from General Fund – **SEE PAGE #38**

Fund Source: General Fund  
Amount: \$42,600.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Orders from Capital Improvements Fund - **SEE PAGE #44**

Fund Source: Capital Improvements 379 Fund  
Amount: \$22,126.66

ACTION REQUESTED: The Superintendent recommends approval.

- c. Purchase Order for Race To The Top - **SEE PAGE #50**

Fund Source: Race To The Top  
Amount: \$17,059.90

ACTION REQUESTED: The Superintendent recommends approval.

- d. Purchase Orders for Federal Program Initiatives with General Fund Support for Non-Title I Eligible School - **SEE PAGE #52**

Fund Source: Federal Projects and General Fund  
Amount: \$77,094.01 Federal Projects; \$10,511.99 General Fund

ACTION REQUESTED: The Superintendent recommends approval.

- e. Purchase Orders for Federal Programs – **SEE PAGE #56**

Fund Source: Federal Projects  
Amount: \$328,800.40

ACTION REQUESTED: The Superintendent recommends approval.

- f. Purchase Orders for School Safety – **SEE PAGE #61**

Fund Source: Capital Improvements Fund 379 Fund and General Fund 110 Fund  
Amount: \$18,882.00

ACTION REQUESTED: The Superintendent recommends approval.

- g. Purchase Orders – **SEE PAGE #64**

Fund Source: General Fund  
Amount: \$11,168.20

ACTION REQUESTED: The Superintendent recommends approval.

- h. Blanket Purchase Orders for School Food Service Program - **SEE PAGE #68**

Fund Source: School Food Service Fund 410  
Amount: \$10,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- i. Purchase Order for Renewal of Accelerated Reader – **SEE PAGE #73**  
Fund Source: General Fund 110 Fund  
Amount: \$48,621.20 General Fund  
ACTION REQUESTED: The Superintendent recommends approval.
- j. Purchase Orders for Student Assessment Tools – **SEE PAGE #75**  
Fund Source: Federal Projects 420 Fund and General Fund 110 Fund  
Amount \$30,564.37 Title I and \$18,799.89 General Fund  
ACTION REQUESTED: The Superintendent recommends approval.
- k. Purchase Orders for Copiers – **SEE PAGE #81**  
Fund Source: General Fund 110 Fund and Federal Projects 420 Fund  
Amount: \$23,328.24 General Fund and \$13,589.08 Title I  
ACTION REQUESTED: The Superintendent recommends approval.
- l. Purchase Orders for Office Supplies - **SEE PAGE #93**  
Fund Source: General Fund and Federal Projects Fund  
Amount: \$General Fund \$3,062.74 and Federal Projects \$3,091.18  
ACTION REQUESTED: The Superintendent recommends approval.
- m. Contracted Service for Dual Enrollment Program – **SEE PAGE #104**  
Fund Source: General Fund  
Amount: \$21,297.60  
ACTION REQUESTED: The Superintendent recommends approval.
- n. Participation in Panhandle Area Educational Consortium – **SEE PAGE #109**  
Fund Source: General Fund  
Amount: \$20,201.87  
ACTION REQUESTED: The Superintendent recommends approval.
- o. PAEC Virtual School Agreement – **SEE PAGE #112**  
Fund Source: FEFP  
Amount: Undetermined – based upon enrollment  
ACTION REQUESTED: The Superintendent recommends approval.
- p. K-12 Virtual School Participation Agreement – **SEE PAGE #117**  
Fund Source: FEFP  
Amount: Undetermined – based upon enrollment  
ACTION REQUESTED: The Superintendent recommends approval.

- q. Agreement Between Learning Alternative Behaviors Youth and Family Services and the Gadsden County School Board - **SEE PAGE #126**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- r. Lease Agreement(s) with Liga Regional De Soccer – **SEE PAGE #132**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- s. Approval of Galloway Academy Charter School – **SEE PAGE #153**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS - **SEE ATTACHMENT**

- a. Student Expulsion - See back-up material

Case #01-1314-0231

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #02-1314-0231

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #04-1314-9106

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. HMS New Classroom Building Layout – **SEE PAGE #369**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Grounds Maintenance Re-Bid #1314-02 – **SEE PAGE #372**

Fund Source: 110  
Amount: \$69,350.00

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Approval of School Board Policies 4111 (Designation of a New Position) and Number 4600 (Job Descriptions) – **SEE PAGE #399**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT

# The School Board of Gadsden County



*"Building A Brighter Future"*

**Reginald C. James**  
SUPERINTENDENT  
OF SCHOOLS

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

September 24, 2013

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

Dear School Board Members:

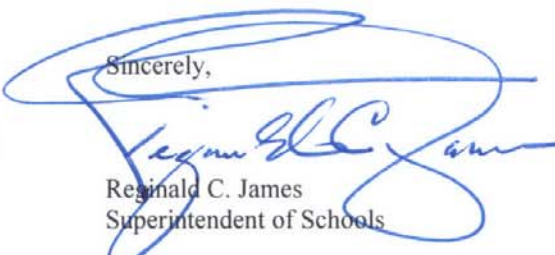
**I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.**

**Item 6A Instructional and Non-Instructional Personnel 2013/2014**

The following reflects the total number of full-time employees in this school district for the 2013/2014 school term, as of September 24, 2013.

| <u>Description Per DOE Classification</u>             | <u>DOE Object#</u> | <u>#Employees September 2013</u> |
|---|--------------------|----------------------------------|
| Classroom Teachers and Other Certified Administrators | 120 & 130          | 459.00                           |
| Non-Instructional                                     | 110                | 50.00                            |
|   | 150, 160, & 170    | <u>402.00</u>                    |
|   |                    | 911.00                           |

Sincerely,

  
Reginald C. James  
Superintendent of Schools

Audrey Lewis  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

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

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

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

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

**BOARD MEETS FOURTH TUESDAY OF EACH MONTH**  
EQUAL OPPORTUNITY EMPLOYER

**AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2013/2014**

**INSTRUCTIONAL**

**Instructional**

**Annual**

| <b><u>Name</u></b>      | <b><u>Location</u></b> | <b><u>Position</u></b> | <b><u>Effective Date</u></b> |
|-------------------------|------------------------|------------------------|------------------------------|
| Alday, Natalie          | GWM                    | Teacher                | 09/09/2013                   |
| Brown, Keidra           | WGHS                   | Teacher                | 08/12/2013                   |
| Butler, Latina          | GEMS                   | Guidance Counselor     | 08/12/2013                   |
| Cook, William           | GWM                    | Teacher                | 08/19/2013                   |
| Grimsley, Trenise       | EGHS                   | Teacher                | 08/12/2013                   |
| Hall, Nicole            | SSES                   | Teacher                | 08/12/2013                   |
| Henson, Edna            | CPA                    | Guidance Counselor     | 09/09/2013                   |
| Lang, David             | EGHS                   | Teacher                | 09/18/2013                   |
| Loydd, Curtisine        | JASMS                  | Teacher                | 08/12/2013                   |
| McMillan, Kimberly      | SSES                   | Teacher                | 09/09/2013                   |
| Powell, Yvonne          | CES                    | Media Specialist       | 09/03/2013                   |
| Prado, Melissa          | GWM                    | Teacher                | 08/12/2013                   |
| Reynolds, Janae         | GWM                    | Teacher                | 08/12/2013                   |
| Shaw-Robinson, Antonita | GWM                    | Media Specialist       | 09/09/2013                   |
| Slater, Lalita          | GWM                    | Guidance Counselor     | 08/12/2013                   |
| Smith, Christina        | JASMS                  | Teacher                | 08/26/2013                   |

**NON-INSTRUCTIONAL**

| <b><u>Name</u></b> | <b><u>Location</u></b> | <b><u>Position</u></b> | <b><u>Effective Date</u></b> |
|--------------------|------------------------|------------------------|------------------------------|
| Berry, Charless    | Transportation         | Bus Driver             | 09/09/2013                   |
| Bittle, Yvette     | GWM                    | SFS Worker             | 09/03/2013                   |
| Davis, Reshaude    | EGHS                   | Custodial Asst.        | 09/09/2013                   |
| Deshazier, Toby    | HMS                    | Asst. SFS Manager      | 08/14/2013                   |
| Garcia, Ana        | GWM                    | Ed Paraprofessional    | 09/09/2013                   |
| March, Kelvin      | WGHS                   | Custodial Asst.        | 08/14/2013                   |
| Riggins, Larissa   | Media Technology       | Technician             | 08/26/2013                   |
| Smith, Barbara     | GTI                    | Secretary              | 09/09/2013                   |
| Smith, Geraldine   | Transportation         | Bus Driver             | 09/09/2013                   |
| Turner, Pierre     | Transportation         | Bus Driver             | 09/09/2013                   |

**ADMINISTRATION**

| <b><u>Name</u></b> | <b><u>Location</u></b> | <b><u>Position</u></b> | <b><u>Effective Date</u></b> |
|--------------------|------------------------|------------------------|------------------------------|
| Ellis, Juanita     | JASMS                  | Principal              | 09/01/2013                   |

**Instructional**

**Annual**

Bennett, Joan  
Hoatson, William

**Non-Instructional**

**Ed. Paraprofessional**

**Annual**

Russ, Catherine

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

**Leave**

| <u>Name</u>    | <u>Location/Position</u> | <u>Beginning</u> | <u>Effective Date</u> |
|----------------|--------------------------|------------------|-----------------------|
| Kincy, Carol** | SSES/Ed Paraprofessional | 10/08/2013       | 10/21/2013            |

**Resignation**

| <u>Name</u>        | <u>Location</u> | <u>Position</u>     | <u>Effective Date</u> |
|--------------------|-----------------|---------------------|-----------------------|
| Arnette, Renae     | WGHS            | Teacher             | 08/09/2013            |
| Avilies, Lydia     | GWM             | Teacher             | 08/09/2013            |
| Bryant, Terry      | HES             | Custodial Asst.     | 09/05/2013            |
| Fay, David         | EGHS            | Teacher             | 08/26/2013            |
| Fonticoba, Demaris | ESE             | School Psychologist | 09/06/2013            |
| Riggins, Larissa*  | HES             | Teacher             | 08/26/2013            |
| Tigue, Michelle    | GEMS            | Teacher             | 09/16/2013            |

**Transfers**

| <u>Name</u>      | <u>Location/Position Transferring From</u>            | <u>Location/Position Transferring To</u> | <u>Effective Date</u> |
|------------------|---|--|-----------------------|
| Taylor, Michelle | District Media/Technology<br>Technology Training Spec | WGHS/Media Specialist                    | 09/09/2013            |

**Retirement**

| <u>Name</u>      | <u>Location</u> | <u>Position</u>     | <u>Effective Date</u> |
|------------------|-----------------|---------------------|-----------------------|
| Farmer, Margaret | GTI             | Job Devp. Counselor | 09/30/2013            |

**Substitutes**

**Teacher**

Barnes, Erika  
 Bush, Randolph  
 Donald, Nettie  
 Fagg, Willie  
 Gordon, Ladeidra  
 Holloman, Attaway  
 Lowman, Donna  
 Mills, Se'Von  
 Mitchell, Vivian  
 McCloud, Frederica  
 McCloud, Laterrica  
 Powell, Shirley  
 Randall, Monesha  
 Salais, Leticia  
 Tatum, Vinson  
 York, Jocelin

**SFS Worker**

Alls, Billy\*\*\*  
 Bittle, Yvette  
 Pearson, Betty\*\*\*  
 Pruitt, Felicia\*\*\*

\*\*\* SFS/Cust. Sub

\*\*Request to extend leave

\*Resigned to accept another position in the district



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7a

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Budget Amendment Number One

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for this budget amendment that moves funds by function and object to reflect approved DOE grant awards.

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

**AMOUNT:** \$ 00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

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

| FUND 420<br>REVENUE<br>OBJECT | BEGINNING<br>ESTIMATED<br>REVENUE<br>9/18/2013 | BUDGET<br>AMENDMENT<br>NUMBER<br>ONE | ENDING<br>ESTIMATED<br>REVENUE<br>9/18/2013 |
|-------------------------------|--|--------------------------------------|---|
| 199                           | \$ 701,571.83                                  | \$ -                                 | \$ 701,571.83                               |
| 201                           | \$ 170,542.60                                  | \$ -                                 | \$ 170,542.60                               |
| 225                           | \$ -   | \$ 545,787.00                        | \$ 545,787.00                               |
| 226                           | \$ 596,255.99                                  | \$ (545,787.00)                      | \$ 50,468.99                                |
| 230                           | \$ 2,160,929.82                                | \$ -                                 | \$ 2,160,929.82                             |
| 240                           | \$ 2,767,713.34                                | \$ -                                 | \$ 2,767,713.34                             |
| 251                           | \$ -   | \$ -                                 | \$ -  |
| 270                           | \$ -   | \$ -                                 | \$ -  |
| 290                           | \$ 194,491.35                                  | \$ -                                 | \$ 194,491.35                               |
| 299                           | \$ -   | \$ -                                 | \$ -  |
| <b>TOTALS</b>                 | <b>\$ 6,591,504.93</b>                         | <b>\$ -</b>                          | <b>\$ 6,591,504.93</b>                      |

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
One**

| 420<br>FUND         |                  | BUDGET                      |                         |                             |                        |
|---------------------|------------------|-----------------------------|-------------------------|-----------------------------|------------------------|
| FUNCTION/<br>OBJECT |                  | BUDGET BALANCE<br>9/18/2013 | AMENDMENT NUMBER<br>ONE | BUDGET BALANCE<br>9/18/2013 |                        |
| 5100                | 100              | \$ 191,253.21               | \$ -                    | \$ 191,253.21               |                        |
|                     | 200              | \$ 54,336.29                | \$ -                    | \$ 54,336.29                |                        |
|                     | 300              | \$ 142,383.16               | \$ -                    | \$ 142,383.16               |                        |
|                     | 500              | \$ 182,293.97               | \$ -                    | \$ 182,293.97               |                        |
|                     | 600              | \$ 87,883.73                | \$ -                    | \$ 87,883.73                |                        |
|                     | 700              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | <b>FUNCTOTAL</b> |                             | <b>\$ 658,150.36</b>    | <b>\$ -</b>                 | <b>\$ 658,150.36</b>   |
| 5200                | 100              | \$ 588,006.55               | \$ -                    | \$ 588,006.55               |                        |
|                     | 200              | \$ 172,461.85               | \$ -                    | \$ 172,461.85               |                        |
|                     | 300              | \$ 260,506.88               | \$ -                    | \$ 260,506.88               |                        |
|                     | 500              | \$ 30,899.01                | \$ 2,017.00             | \$ 32,916.01                |                        |
|                     | 600              | \$ 76,863.62                | \$ -                    | \$ 76,863.62                |                        |
|                     | 700              | \$ 2,000.00                 | \$ -                    | \$ 2,000.00                 |                        |
|                     | <b>FUNCTOTAL</b> |                             | <b>\$ 1,130,737.91</b>  | <b>\$ 2,017.00</b>          | <b>\$ 1,132,754.91</b> |
| 5300                | 100              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 200              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 300              | \$ 5,299.71                 | \$ -                    | \$ 5,299.71                 |                        |
|                     | 500              | \$ 23,332.97                | \$ -                    | \$ 23,332.97                |                        |
|                     | 600              | \$ 33,131.45                | \$ -                    | \$ 33,131.45                |                        |
|                     | 700              | \$ 19,539.27                | \$ -                    | \$ 19,539.27                |                        |
|                     | <b>FUNCTOTAL</b> |                             | <b>\$ 81,303.40</b>     | <b>\$ -</b>                 | <b>\$ 81,303.40</b>    |
| 5400                | 100              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 200              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 300              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 500              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 600              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | 700              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | <b>FUNCTOTAL</b> |                             | <b>\$ -</b>             | <b>\$ -</b>                 | <b>\$ -</b>            |
| 5500                | 100              | \$ 218,876.57               | \$ -                    | \$ 218,876.57               |                        |
|                     | 200              | \$ 64,204.11                | \$ -                    | \$ 64,204.11                |                        |
|                     | 300              | \$ 5,776.93                 | \$ -                    | \$ 5,776.93                 |                        |
|                     | 500              | \$ 79,017.80                | \$ -                    | \$ 79,017.80                |                        |
|                     | 600              | \$ 4,908.02                 | \$ -                    | \$ 4,908.02                 |                        |
|                     | 700              | \$ -                        | \$ -                    | \$ -                        |                        |
|                     | <b>FUNCTOTAL</b> |                             | <b>\$ 372,783.43</b>    | <b>\$ -</b>                 | <b>\$ 372,783.43</b>   |

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
One**

|                  |     |           |                     |           |                    |           |                     |
|------------------|-----|-----------|---------------------|-----------|--------------------|-----------|---------------------|
| 5900             | 100 | \$        | 51,804.62           | \$        | -                  | \$        | 51,804.62           |
|                  | 200 | \$        | 17,248.83           | \$        | -                  | \$        | 17,248.83           |
|                  | 300 | \$        | 8,718.56            | \$        | -                  | \$        | 8,718.56            |
|                  | 500 | \$        | 2,985.94            | \$        | -                  | \$        | 2,985.94            |
|                  | 600 | \$        | -                   | \$        | -                  | \$        | -                   |
| <b>FUNCTOTAL</b> |     | <b>\$</b> | <b>80,757.95</b>    | <b>\$</b> | <b>-</b>           | <b>\$</b> | <b>80,757.95</b>    |
| 6100             | 100 | \$        | 468,646.60          | \$        | -                  | \$        | 468,646.60          |
|                  | 200 | \$        | 116,490.65          | \$        | -                  | \$        | 116,490.65          |
|                  | 300 | \$        | 153,207.16          | \$        | -                  | \$        | 153,207.16          |
|                  | 500 | \$        | 50,708.39           | \$        | -                  | \$        | 50,708.39           |
|                  | 600 | \$        | 3,406.61            | \$        | -                  | \$        | 3,406.61            |
|                  | 700 | \$        | 2,070.00            | \$        | -                  | \$        | 2,070.00            |
|                  | 900 | \$        | -                   | \$        | -                  | \$        | -                   |
| <b>FUNCTOTAL</b> |     | <b>\$</b> | <b>794,529.41</b>   | <b>\$</b> | <b>-</b>           | <b>\$</b> | <b>794,529.41</b>   |
| 6200             | 100 | \$        | 638.80              | \$        | -                  | \$        | 638.80              |
|                  | 200 | \$        | -                   | \$        | -                  | \$        | -                   |
|                  | 300 | \$        | 33,040.00           | \$        | -                  | \$        | 33,040.00           |
|                  | 500 | \$        | -                   | \$        | -                  | \$        | -                   |
|                  | 600 | \$        | 71,000.00           | \$        | -                  | \$        | 71,000.00           |
|                  | 700 | \$        | -                   | \$        | -                  | \$        | -                   |
| <b>FUNCTOTAL</b> |     | <b>\$</b> | <b>104,678.80</b>   | <b>\$</b> | <b>-</b>           | <b>\$</b> | <b>104,678.80</b>   |
| 6300             | 100 | \$        | 588,488.52          | \$        | -                  | \$        | 588,488.52          |
|                  | 200 | \$        | 134,380.04          | \$        | -                  | \$        | 134,380.04          |
|                  | 300 | \$        | 87,448.27           | \$        | -                  | \$        | 87,448.27           |
|                  | 400 | \$        | -                   | \$        | -                  | \$        | -                   |
|                  | 500 | \$        | 1,786.68            | \$        | -                  | \$        | 1,786.68            |
|                  | 600 | \$        | -                   | \$        | -                  | \$        | -                   |
|                  | 700 | \$        | -                   | \$        | -                  | \$        | -                   |
| <b>FUNCTOTAL</b> |     | <b>\$</b> | <b>812,103.51</b>   | <b>\$</b> | <b>-</b>           | <b>\$</b> | <b>812,103.51</b>   |
| 6400             | 100 | \$        | 1,226,147.70        | \$        | 662.40             | \$        | 1,226,810.10        |
|                  | 200 | \$        | 274,214.63          | \$        | 31,313.49          | \$        | 305,528.12          |
|                  | 300 | \$        | 39,860.20           | \$        | (12,300.00)        | \$        | 27,560.20           |
|                  | 400 | \$        | -                   | \$        | -                  | \$        | -                   |
|                  | 500 | \$        | 80,840.82           | \$        | -                  | \$        | 80,840.82           |
|                  | 600 | \$        | -                   | \$        | -                  | \$        | -                   |
|                  | 700 | \$        | 23,808.88           | \$        | (30,263.44)        | \$        | (6,454.56)          |
| <b>FUNCTOTAL</b> |     | <b>\$</b> | <b>1,644,872.23</b> | <b>\$</b> | <b>(10,587.55)</b> | <b>\$</b> | <b>1,634,284.68</b> |

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
One**

|                       |     |           |                   |           |                 |           |                   |
|-----------------------|-----|-----------|-------------------|-----------|-----------------|-----------|-------------------|
| 6500                  | 100 | \$        | 84,088.16         | \$        | -               | \$        | 84,088.16         |
|                       | 200 | \$        | 26,511.22         | \$        | -               | \$        | 26,511.22         |
|                       | 300 | \$        | 24,609.00         | \$        | -               | \$        | 24,609.00         |
|                       | 500 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 600 | \$        | -                 | \$        | -               | \$        | -                 |
| <b>FUNCTOTAL</b>      |     | <b>\$</b> | <b>135,208.38</b> | <b>\$</b> | <b>-</b>        | <b>\$</b> | <b>135,208.38</b> |
| 7200                  | 100 | \$        | 4,195.78          | \$        | -               | \$        | 4,195.78          |
|                       | 200 | \$        | 15,352.86         | \$        | -               | \$        | 15,352.86         |
|                       | 300 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 500 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 600 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 700 | \$        | 413,212.44        | \$        | 3,290.16        | \$        | 416,502.60        |
| <b>FUNCTOTAL</b>      |     | <b>\$</b> | <b>432,761.08</b> | <b>\$</b> | <b>3,290.16</b> | <b>\$</b> | <b>436,051.24</b> |
| 7300                  | 100 | \$        | 17,430.08         | \$        | -               | \$        | 17,430.08         |
|                       | 200 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 600 | \$        | -                 | \$        | -               | \$        | -                 |
| <b>FUNCTOTAL 7300</b> |     | <b>\$</b> | <b>17,430.08</b>  | <b>\$</b> | <b>-</b>        | <b>\$</b> | <b>17,430.08</b>  |
| 7400                  | 300 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 600 | \$        | 7,425.79          | \$        | -               | \$        | 7,425.79          |
| <b>FUNCTOTAL 7400</b> |     | <b>\$</b> | <b>7,425.79</b>   | <b>\$</b> | <b>-</b>        | <b>\$</b> | <b>7,425.79</b>   |
| 7600                  | 500 | \$        | -                 | \$        | -               | \$        | -                 |
| <b>FUNCTOTAL</b>      |     | <b>\$</b> | <b>-</b>          | <b>\$</b> | <b>-</b>        | <b>\$</b> | <b>-</b>          |
| 7700                  | 100 | \$        | 91,823.70         | \$        | (578.05)        | \$        | 91,245.65         |
|                       | 200 | \$        | 27,833.96         | \$        | 5,858.44        | \$        | 33,692.40         |
|                       | 300 | \$        | 6,726.54          | \$        | -               | \$        | 6,726.54          |
|                       | 500 | \$        | 879.00            | \$        | -               | \$        | 879.00            |
|                       | 600 | \$        | 14,850.00         | \$        | -               | \$        | 14,850.00         |
|                       | 700 | \$        | 5,500.00          | \$        | -               | \$        | 5,500.00          |
| <b>FUNCTOTAL</b>      |     | <b>\$</b> | <b>147,613.20</b> | <b>\$</b> | <b>5,280.39</b> | <b>\$</b> | <b>152,893.59</b> |
| 7800                  | 100 | \$        | 20,122.16         | \$        | -               | \$        | 20,122.16         |
|                       | 200 | \$        | 2,761.88          | \$        | -               | \$        | 2,761.88          |
|                       | 300 | \$        | 54,046.02         | \$        | -               | \$        | 54,046.02         |
|                       | 400 | \$        | 147.29            | \$        | -               | \$        | 147.29            |
|                       | 500 | \$        | -                 | \$        | -               | \$        | -                 |
|                       | 600 | \$        | 31,349.00         | \$        | -               | \$        | 31,349.00         |

**Gadsden County School Board  
420 (Federal) Fund Appropriations**

|                   |     |           |                     |           |               |           |                     |
|-------------------|-----|-----------|---------------------|-----------|---------------|-----------|---------------------|
| <b>FUNCTOTAL</b>  |     | <b>\$</b> | <b>108,426.35</b>   | <b>\$</b> | <b>-</b>      | <b>\$</b> | <b>108,426.35</b>   |
|                   |     |           |                     |           |               |           |                     |
| 7900              | 100 | \$        | 876.18              | \$        | -             | \$        | 876.18              |
|                   | 200 | \$        | 211.45              | \$        | -             | \$        | 211.45              |
|                   | 300 | \$        | 23,856.81           | \$        | -             | \$        | 23,856.81           |
|                   | 400 | \$        | 6,245.90            | \$        | -             | \$        | 6,245.90            |
|                   | 500 | \$        | 25,221.04           | \$        | -             | \$        | 25,221.04           |
|                   | 600 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 700 | \$        | -                   | \$        | -             | \$        | -                   |
|                   |     |           |                     |           |               |           |                     |
| <b>FUNCTOTAL</b>  |     | <b>\$</b> | <b>56,411.38</b>    | <b>\$</b> | <b>-</b>      | <b>\$</b> | <b>56,411.38</b>    |
|                   |     |           |                     |           |               |           |                     |
| 8100              | 100 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 200 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 300 | \$        | 4,072.00            | \$        | -             | \$        | 4,072.00            |
|                   | 500 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 600 | \$        | 1,092.02            | \$        | -             | \$        | 1,092.02            |
|                   |     |           |                     |           |               |           |                     |
| <b>FUNCTOTAL</b>  |     | <b>\$</b> | <b>5,164.02</b>     | <b>\$</b> | <b>-</b>      | <b>\$</b> | <b>5,164.02</b>     |
|                   |     |           |                     |           |               |           |                     |
| 8200              | 100 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 200 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 500 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 600 | \$        | -                   | \$        | -             | \$        | -                   |
|                   |     |           |                     |           |               |           |                     |
| <b>FUNCTOTAL</b>  |     | <b>\$</b> | <b>-</b>            | <b>\$</b> | <b>-</b>      | <b>\$</b> | <b>-</b>            |
|                   |     |           |                     |           |               |           |                     |
| 9100              | 100 | \$        | 348.72              | \$        | -             | \$        | 348.72              |
|                   | 200 | \$        | 798.93              | \$        | -             | \$        | 798.93              |
|                   | 300 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 400 | \$        | -                   | \$        | -             | \$        | -                   |
|                   | 500 | \$        | -                   | \$        | -             | \$        | -                   |
|                   |     |           |                     |           |               |           |                     |
| <b>FUNCTOTAL</b>  |     | <b>\$</b> | <b>1,147.65</b>     | <b>\$</b> | <b>-</b>      | <b>\$</b> | <b>1,147.65</b>     |
|                   |     |           |                     |           |               |           |                     |
| <b>GRANDTOTAL</b> |     | <b>\$</b> | <b>6,591,504.93</b> | <b>\$</b> | <b>(0.00)</b> | <b>\$</b> | <b>6,591,504.93</b> |

| NUMBER-----ACCOUNT-----DESCRIPTION          | BUDGETED  | --MTD---  | --YTD---  | COMMITTED | ENCUMBERED | -----BALANCE----- |      |
|---|-----------|-----------|-----------|-----------|------------|-------------------|------|
| FUNC/OBJ                                    |           | EXPENDED  | EXPENDED  |           |            | AMOUNT            | PCT  |
| 6400 INSTRUCTIONAL STAFF TRAINING           |           |           |           |           |            |                   |      |
| 122 TEACHER INSERVICE EARNINGS CR 3000.00   | 3,000.00  | 40,999.90 | 40,999.90 | .00       | .00        | 40,999.90-        |      |
| 130 OTHER CERTIFIED REGULAR PAY DB 4337.60  | 223.12-   | .00       | .00       | .00       | .00        | 223.12-           |      |
| 140 SUBSTITUTES                             | .00       | 47.75     | 47.75     | .00       | .00        | 47.75-            |      |
| 210 RETIREMENT CR 12,382.84                 | 11.59-    | .00       | .00       | .00       | .00        | 11.59-            |      |
| 220 SOCIAL SECURITY CR 72.39                | 608.88    | 3,140.02  | 3,140.02  | .00       | .00        | 2,531.14-         | 415- |
| 240 WORKERS COMPENSATION CR 2029.57         | 1.07-     | 197.01    | 197.01    | .00       | .00        | 198.08-           |      |
| 310 PROFESSIONAL AND TECHNICAL DB 11,900.00 | 9,900.00  | .00       | .00       | .00       | 7,000.00   | 1,100.00-         | 18-  |
| 330 TRAVEL DB 4,400.00                      | 4,401.58  | .00       | .00       | .00       | .00        | 4,401.58          | 100  |
| 360 RENTALS CR 4000.00                      | 4,000.00  | .00       | .00       | .00       | .00        | 4,000.00          | 100  |
| 510 SUPPLIES                                | 540.74    | .00       | .00       | .00       | .00        | 540.74            | 100  |
| 730 DUES AND FEES DB 30,263.44              | 370.00    | .00       | .00       | .00       | .00        | 370.00            | 100  |
| 7200 GENERAL ADMINISTRATION                 |           |           |           |           |            |                   |      |
| 791 FEDERAL INDIRECT COSTS                  | 1,420.92  | .00       | .00       | .00       | .00        | 1,420.92          | 100  |
| 793 SEQUESTRATION CR 5307.12                | 31,120.96 | .00       | .00       | .00       | .00        | 31,120.96         | 100  |
| 7700 CENTRAL SERVICES                       |           |           |           |           |            |                   |      |
| 110 ADMINISTRATION-REGULAR PAY DB 1265.47   | .03       | .00       | .00       | .00       | .00        | .03               | 100  |
| 160 OTHER SUPPORT PERSONNEL-REG CR 687.42   | 1,502.32- | .00       | .00       | .00       | .00        | 1,502.32-         |      |
| 210 RETIREMENT CR 3632.54                   | 77.81-    | .00       | .00       | .00       | .00        | 77.81-            |      |
| 220 SOCIAL SECURITY CR 29.20                | 71.07-    | .00       | .00       | .00       | .00        | 71.07-            |      |
| 230 BOARD MEDICAL & DENTAL INSCR 1377.87    | .03       | .00       | .00       | .00       | .00        | .03               | 100  |
| 240 WORKERS COMPENSATION CR 314.99          | 7.17-     | .00       | .00       | .00       | .00        | 7.17-             |      |
| 330 TRAVEL                                  | 3,000.00  | .00       | .00       | .00       | .00        | 3,000.00          | 100  |
| 730 DUES AND FEES                           | 1,000.00  | .00       | .00       | .00       | .00        | 1,000.00          | 100  |
|   | 50,468.99 | 44,384.68 | 44,384.68 | .00       | 7,000.00   | 915.69-           | 1-   |

6400-132 CR 2000.00  
 6400-230 CR 16,768.25  
 6400-232 CR 60.39  
 7700-232 CR 3.84

RPRT- F2B31  
 DIST- 20 GADSDEN COUNTY SCHOOLS  
 PROJ- 4222432 TITLE II PART A '12-'13

TERMS - FINANCIAL INFORMATION SERIES  
 BUDGET STATUS SUMMARY  
 REQ-01 SEQ-L,F,O TOT-1 SRC-T

PROCESSED- 09/17/13 PAGE- 1  
 TIME- 14:10 FY- 13  
 MONTH- JUNE PRD- 12

| NUMBER-----ACCOUNT-----DESCRIPTION | BUDGETED   | --MTD---   | --YTD---   | COMMITTED | ENCUMBERED | -----BALANCE----- |     |
|------------------------------------|------------|------------|------------|-----------|------------|-------------------|-----|
| FUNC/OBJ                           |            | EXPENDED   | EXPENDED   |           |            | AMOUNT            | PCT |
| 6400 INSTRUCTIONAL STAFF TRAINING  |            |            |            |           |            |                   |     |
| 130 OTHER CERTIFIED REGULAR PAY    | 306,337.60 | 78,107.91  | 306,560.72 | .00       | .00        | 223.12-           | 0   |
| 210 RETIREMENT                     | 15,117.11  | 3,781.07   | 15,128.70  | .00       | .00        | 11.59-            | 0   |
| 220 SOCIAL SECURITY                | 22,927.61  | 5,710.99   | 22,318.73  | .00       | .00        | 608.88            | 2   |
| 230 BOARD MEDICAL & DENTAL INS     | 23,231.75  | 5,752.41   | 23,231.75  | .00       | .00        | .00               | 0   |
| 232 BOARD TERM LIFE INSURANCE      | 1,181.61   | 294.99     | 1,181.61   | .00       | .00        | .00               | 0   |
| 240 WORKERS COMPENSATION           | 1,470.43   | 374.92     | 1,471.50   | .00       | .00        | 1.07-             | 0   |
| 310 PROFESSIONAL AND TECHNICAL     | 14,900.00  | 3,900.00-  | 9,000.00   | .00       | 7,000.00   | 1,100.00-         | 7-  |
| 330 TRAVEL                         | 9,400.00   | 1,008.15   | 4,998.42   | .00       | .00        | 4,401.58          | 46  |
| 360 RENTALS                        | 4,000.00   | .00        | .00        | .00       | .00        | 4,000.00          | 100 |
| 510 SUPPLIES                       | 2,603.34   | 1,267.85   | 2,062.60   | .00       | .00        | 540.74            | 20  |
| 730 DUES AND FEES                  | 31,763.44  | .00        | 31,393.44  | .00       | .00        | 370.00            | 1   |
| 7200 GENERAL ADMINISTRATION        |            |            |            |           |            |                   |     |
| 791 FEDERAL INDIRECT COSTS         | 14,396.66  | 4,765.17   | 12,975.74  | .00       | .00        | 1,420.92          | 9   |
| 793 SEQUESTRATION                  | 31,120.96  | .00        | .00        | .00       | .00        | 31,120.96         | 100 |
| 7700 CENTRAL SERVICES              |            |            |            |           |            |                   |     |
| 110 ADMINISTRATION-REGULAR PAY     | 36,265.47  | 3,022.12   | 36,265.44  | .00       | .00        | .03               | 0   |
| 160 OTHER SUPPORT PERSONNEL-REG    | 23,112.58  | 2,364.55   | 24,614.90  | .00       | .00        | 1,502.32-         | 6-  |
| 210 RETIREMENT                     | 1,777.46   | 170.83     | 1,855.27   | .00       | .00        | 77.81-            | 4-  |
| 220 SOCIAL SECURITY                | 4,468.80   | 404.47     | 4,539.87   | .00       | .00        | 71.07-            | 1-  |
| 230 BOARD MEDICAL & DENTAL INS     | 4,514.13   | 381.72     | 4,514.10   | .00       | .00        | .03               | 0   |
| 232 BOARD TERM LIFE INSURANCE      | 221.16     | 18.43      | 221.16     | .00       | .00        | .00               | 0   |
| 240 WORKERS COMPENSATION           | 285.01     | 25.85      | 292.18     | .00       | .00        | 7.17-             | 2-  |
| 330 TRAVEL                         | 3,000.00   | .00        | .00        | .00       | .00        | 3,000.00          | 100 |
| 730 DUES AND FEES                  | 1,000.00   | .00        | .00        | .00       | .00        | 1,000.00          | 100 |
| * 553,095.12                       | 103,551.43 | 502,626.13 | .00        | 7,000.00  | 43,468.99  | 7                 |     |





Melanie King <kingm@gcpsmail.com>

revised FA399

1 message

Melanie King <kingm@gcpsmail.com>  
To: Rose Raynak <raynakr@gcpsmail.com>  
Cc: Joannette Thomas <thomasjoa@gcpsmail.com>

Tue, Sep 17, 2013 at 2:20 PM

Rose,

I'm ready to do the budget amendment for the Board that I have to have to Mary for the revised FA399 for Title II. I need direction from you today or early in the morning at the very latest as to just what you want me to do. There was a budget amendment that reduced the roll forward revenue but it did not direct us as to specifically what to reduce. Peggy Primicerio wants the approved budget to be reflected - so what function and object am I suppose to reduce?

Melanie

no response 9/18/13 11:35  
so decreased segregation  
done 2:05 - still no response



Melanie King <kingm@gcpsmail.com>

**revised FA399**

2 messages

**Rose Raynak** <raynakr@gcpsmail.com>

Thu, Sep 12, 2013 at 8:24 AM

To: melanie king <king\_m1@firm.edu>

Melanie,

Last week I talked to Bonnie about the need to revise the FA399 for Title II - from a request by Peggy Primericio. Have we done that yet?

We had a 6400 120 on there that should have been a 6400130. We also changed the budget for 6400 310 from original approval and that needs to be put back to original budget on the FA399 - even if we overspent the line.

DOE is waiting for the revised FA399.

Thanks,

Rose

\*\*\*\*\*  
This footnote confirms that this email message has been scanned by  
PineApp Mail-SeCure for the presence of malicious code, vandals & computer viruses.  
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**Melanie King** <kingm@gcpsmail.com>

Thu, Sep 12, 2013 at 9:00 AM

To: Rose Raynak <raynakr@gcpsmail.com>

I sent you an email about this yesterday. Could you please come see me when you are out of your meeting this morning?

Melanie

[Quoted text hidden]



Melanie King &lt;kingm@gcpsmail.com&gt;

## questions on FA399 for Title II

4 messages

**Melanie King** <kingm@gcpsmail.com>

Wed, Sep 11, 2013 at 4:18 PM

To: Rose Raynak <raynakr@gcpsmail.com>

Cc: Rosalyn Smith <smithr@gcpsmail.com>, Bonnie Wood <Woodb@gcpsmail.com>, Joannette Thomas <thomasjoa@gcpsmail.com>, Anna McGriff <mcgriffa@gcpsmail.com>

Rose,

The expenditures coded to object 122 for the 12-13 Title II project were for inservice training for teachers that took place in June. Dr. Hightower had turned those inservice sheets in to payroll coded 310(contractured services) which was incorrect. We will be glad for you to sign off on all Title II payroll if this will be helpful, but Anna understood you to say that it wasn't your project and you didn't need to sign. Just let us know how we need to proceed.

On budget amendment #13 that was taken to the Board in February, you instructed me to do multiple changes to reduce the roll forward amount and cover some of the over expenditures based on the original budget. That is where the extra funds were budgeted for 6400-310 to cover the over expenditures in that line item that had already occurred.

Let me know if this is what you were asking. Anything that we can do to prevent extra work for the Federal Projects Team and Finance would be great.

Melanie

**Rose Raynak** <raynakr@gcpsmail.com>

Thu, Sep 12, 2013 at 1:15 PM

To: Melanie King <kingm@gcpsmail.com>

Cc: Rosalyn Smith <smithr@gcpsmail.com>, Bonnie Wood <Woodb@gcpsmail.com>, Joannette Thomas <thomasjoa@gcpsmail.com>, Anna McGriff <mcgriffa@gcpsmail.com>

Thank you - I will explain the 122 object to Peggy. I am not sure how the change of funding for 6400 310 happened under Title II, if it was my mistake then I stand to be corrected because we should not have changed the original budgets under Title II. What can we do now to correct it now because Peggy said that the auditors at the comptroller's office said we can't put that money in that category since it was not approved over a set amount?

[Quoted text hidden]

**Melanie King** <kingm@gcpsmail.com>

Thu, Sep 12, 2013 at 1:49 PM

To: Rose Raynak <raynakr@gcpsmail.com>

We can open the project back up and do a budget amendment to move the funds out of that line item. Do you want that 11,000 or whatever the exact amount over 3000 was to be put back into sequestered or where?

Melanie

[Quoted text hidden]

**Rose Raynak** <raynakr@gcpsmail.com>

Thu, Sep 12, 2013 at 2:01 PM

To: Melanie King <kingm@gcpsmail.com>

let me check with Peggy

[Quoted text hidden]



Melanie King &lt;kingm@gcpsmail.com&gt;

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**Fwd: FA399**

4 messages

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**Rose Raynak** <raynakr@gcpsmail.com>  
To: Melanie King <kingm@gcpsmail.com>

Thu, Sep 12, 2013 at 2:20 PM

see Peggy's response below

----- Forwarded message -----

**From:** Primicerio, Peggy <Peggy.Primicerio@fldoe.org>  
**Date:** Thu, Sep 12, 2013 at 2:05 PM  
**Subject:** RE: FA399  
**To:** Rose Raynak <raynakr@gcpsmail.com>  
**Cc:** "Joyner, Kristin" <Kristin.Joyner@fldoe.org>

Rose, I think we are going to need the first column to reflect the approved budget then the expenditure column will show where it got moved to which is totally fine.

*Peggy*

850-245-0734

Successful Students, Exceptional Educators

**From:** Rose Raynak [mailto:raynakr@gcpsmail.com]  
**Sent:** Thursday, September 12, 2013 2:03 PM  
**To:** Primicerio, Peggy  
**Subject:** FA399

Peggy,

The reason we moved budget around for 6400 310 and to 122 is that was the sequester money. Do you want us to show the sequester line item and its budget to account for the differences?

Rose

---

**Melanie King** <kingm@gcpsmail.com>  
To: Rose Raynak <raynakr@gcpsmail.com>

Thu, Sep 12, 2013 at 2:27 PM

Make this really clear for me....does her email say for us to put the budget back to what was originally approved?

Melanie

[Quoted text hidden]

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**Rose Raynak** <raynakr@gcpsmail.com>

Thu, Sep 12, 2013 at 4:10 PM

To: Melanie King <kingm@gcpsmail.com>

that is how I would interpret it

[Quoted text hidden]

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**Melanie King** <kingm@gcpsmail.com>

Fri, Sep 13, 2013 at 9:02 AM

To: Rose Raynak <raynakr@gcpsmail.com>

ok, I'll put it on my list.

Melanie

[Quoted text hidden]

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM -  
Title II, Part A, Teacher and Principal Training and Recruiting Fund 2012-  
2013**

A) NAME OF ELIGIBLE RECIPIENT: Gadsden County District School Board  
B) Project Number (DOE USE ONLY): 200-2243B-3CT01

E) TAPS  
Number  
13A052

| count | Activity   | Function | Object | Account Title and Description  | FTE   | Amount       |
|-------|--|----------|--------|--|-------|--------------|
| 1     | Other compensation for trainings held during pre-planning and after-school hours                               | 6400     | 122    | Classroom Teachers   | 0.000 | \$3,000.00   |
| 2     | To support 8 instructional coaches   | 6400     | 130    | <u>Other Certified Instructional Personnel</u> Classroom teachers              | 8.000 | \$302,000.00 |
| 3     | Other compensation for district sponsored training for coaches   | 6400     | 132    | Classroom Teachers   | 0.000 | \$2,000.00   |
| 4     | Retirement for coaches   | 6400     | 210    | <u>Retirement</u> Retirement   | 0.000 | \$27,500.00  |
| 5     | Social Security for coaches  | 6400     | 220    | <u>Social Security</u> Social Security   | 0.000 | \$23,000.00  |
| 6     | Group Insurance for coaches  | 6400     | 230    | <u>Group Insurance</u> Group Insurance   | 0.000 | \$40,000.00  |
| 7     | Life Insurance for coaches   | 6400     | 232    | <u>Life Insurance</u> Life Insurance   | 0.000 | \$1,242.00   |
| 8     | Workers Compensation for coaches   | 6400     | 240    | <u>Workers Compensation</u> Workers Compensation                               | 0.000 | \$3,500.00   |
| 9     | Consultants to provide trainings on research-based activities  | 6400     | 310    | <u>Professional and Technical Services</u> Professional and Technical Services | 0.000 | \$3,000.00   |
| 10    | Travel for annual meetings and workshops   | 6400     | 330    | <u>Travel</u> Travel   | 0.000 | \$5,000.00   |
| 11    | Rentals for online software for professional development through PAEC  | 6400     | 360    | <u>Rentals</u> Rentals   | 0.000 | \$8,000.00   |
| 12    | Professional development supplies  | 6400     | 510    | <u>Supplies</u> Supplies   | 0.000 | \$2,603.34   |
| 13    | Tuition and testing reimbursement for coursework to be highly qualified; fees to house ePDC database with PAEC | 6400     | 730    | <u>Dues and Fees</u> Dues and Fees   | 0.000 | \$500.00     |
| 14    | dues and fees for conference registrations for staff and administrators  | 6400     | 730    | <u>Dues and Fees</u> Dues and Fees   | 0.000 | \$1,000.00   |

|         |  |      |     |   |       |              |
|---------|--|------|-----|---|-------|--------------|
| 15      | Salary for Director of Staff Development (50%)       | 7700 | 110 | <u>Administrators</u><br>Administrator              | 0.500 | \$35,000.00  |
| 16      | Staff development administrative assistant           | 7700 | 160 | <u>Other Support Personnel</u><br>Salaries          | 1.000 | \$23,800.00  |
| 17      | Retirement for staff assistant                       | 7700 | 210 | <u>Retirement</u> Retirement                        | 0.000 | \$2,190.00   |
| 18      | Retirement for director @ 50% of salary              | 7700 | 210 | <u>Retirement</u> Retirement                        | 0.000 | \$3,220.00   |
| 19      | Social Security for director @ 50% salary            | 7700 | 220 | <u>Social Security</u> Social Security              | 0.000 | \$2,678.00   |
| 20      | Social Security for staff assistant                  | 7700 | 220 | <u>Social Security</u> Social Security              | 0.000 | \$1,820.00   |
| 21      | Group Insurance for director @ 50% salary            | 7700 | 230 | <u>Group Insurance</u> Group Insurance              | 0.000 | \$2,334.00   |
| 22      | group health insurance for staff assistant           | 7700 | 230 | <u>Group Insurance</u> group health                 | 0.000 | \$4,058.00   |
| 23      | life insurance for staff assistant                   | 7700 | 232 | <u>Life Insurance</u> life insurance                | 0.000 | \$150.00     |
| 24      | Life Insurance for director @ 50% salary             | 7700 | 232 | <u>Life Insurance</u> Life Insurance                | 0.000 | \$75.00      |
| 25      | workers compensation for staff assistant             | 7700 | 240 | <u>Workers Compensation</u><br>workers compensation | 0.000 | \$500.00     |
| 26      | Workers Compensation for director @ 50%              | 7700 | 240 | <u>Workers Compensation</u><br>Workers Compensation | 0.000 | \$100.00     |
| 27      | Travel for staff director to attend trainings        | 7700 | 330 | <u>Travel</u> Travel                                | 0.000 | \$3,000.00   |
| 28      | Dues and fees for staff director to attend trainings | 7700 | 730 | <u>Dues and Fees</u> Dues and fees                  | 0.000 | \$1,000.00   |
| 29      | Indirect Costs @ 2.65                                | 7900 | 791 | Indirect Costs                                      | 0.000 | \$14,396.66  |
| 30      | possible sequestration                               | 9999 | 999 | sequestration                                       | 0.000 | \$41,000.00  |
| Totals: |  |      |     |   | 9.500 | \$557,667.00 |

DOE 101

557,667.00 +  
 102.65%  
 543,270.34 +

••0••

557,667.00 +  
 543,270.34 =  
 14,396.66 \*



Gerard Robinson, Commissioner



**Florida Department of Education  
Project Award Notification**

*Project 4226340*

|  |  |
|--|--|
| <b>1 PROJECT RECIPIENT</b><br>Gadsden County School District   | <b>2 PROJECT NUMBER</b><br>200-2634A-4CB01                       |
| <b>3 PROJECT/PROGRAM TITLE</b><br>IDEA, Part B, Entitlement<br><br><p align="center">TAPS 14C001</p>   | <b>4 AUTHORITY</b><br>84.027A IDEA Part B                        |
| <b>5 AMENDMENT INFORMATION</b><br>Amendment Number:<br>Type of Amendment:<br>Effective Date:   | <b>6 PROJECT PERIOD</b><br><br>Budget Period:<br>Program Period: |
| <b>7 AUTHORIZED FUNDING</b><br>Current Approved Budget:     \$ 1,550,255.00<br>Amendment Amount:<br>Estimated Roll Forward:         \$ 170,000.00<br>Certified Roll Amount:<br>Total Project Amount:           \$ 1,720,255.00 | <b>8 REIMBURSEMENT OPTION</b><br>Federal Cash Advance            |

*Do budget amendment so that budget application amount entered for budget now matches approved grant budget narrative*

|   |
|---|
| <b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: <u>06/30/2014</u></li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2014</u></li> <li>Last date for receipt of proposed budget and program amendments: <u>06/30/2014</u></li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>Date(s) for program reports:</li> </ul> |
|---|

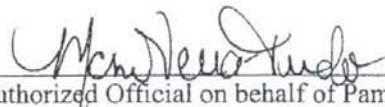
|  |  |
|--|--|
| <b>10 DOE CONTACTS</b><br>BEESS: Virginia Sasser<br>Phone: (850) 245-0475<br>Email: <a href="mailto:Virginia.Sasser@fldoe.org">Virginia.Sasser@fldoe.org</a><br>Grants Management: Unit C (850) 245-0496 | <b>11 DOE FISCAL DATA</b><br><br>DBS: 40 90 40<br>EO: EF<br>Object: 720035 |
|--|--|

**Comptroller's Office**  
(850) 245-0401


**12 TERMS AND SPECIAL CONDITIONS**

- This project and any amendments are subject to the procedures outlined in the *Project Application and Amendment Procedures for Federal and State Programs* (Green Book) and the *General Assurances for Participation in Federal and State Programs*.
- Recipients of IDEA funds may expend only 25% of the **Current Approved Budget**, as noted above in #7, **Authorized Funding**, until the remaining amount of Florida's award is issued. Recipients will be notified once the remaining amount of the award is issued, which may occur on or about October 1, 2013.
- If roll forward funds have been estimated and the actual amount of roll authorized by the Comptroller EXCEEDS that estimated amount, recipients must submit an amendment for the remaining funds. Once the award is issued, CARDS will show the full amount of authorized roll funds.
- For federal cash advance projects monthly expenditures must be submitted to the Comptroller's Office by the 20<sup>th</sup> of each month for the preceding month's disbursements utilizing the Online Disbursement Reporting System.**
- IDEA funds are for the *excess costs of providing special education and related services for students with disabilities*. Using IDEA funds to employ professional instructional personnel with direct student contact and including any positions which were funded through Florida Education Finance Program (FEFP) may contribute to the reduction of cost factors and affect compliance with maintenance of effort (MOE).

**13 APPROVED:**

  
 \_\_\_\_\_  
 Authorized Official on behalf of Pam Stewart  
 Commissioner of Education

\_\_\_\_\_  
 8/29/13  
 Date of Signing



**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM -  
IDEA Part B, Entitlement 2013-2014**

*plan A  
3.02%*

A) NAME OF ELIGIBLE RECIPIENT: **Gadsden County District School Board**  
B) Project Number (DOE USE ONLY): **200-2634A-4CB01**

|                             |
|-----------------------------|
| E) TAPS<br>Number<br>14C001 |
|-----------------------------|

| count | Function | Object | Account Title and Description   | FTE    | Amount       |   |
|-------|----------|--------|---|--------|--------------|---|
| 1     | N/A      | 5200   | 120 <u>Classroom Teachers</u> Salary for one support facilitator at one school and to support additional hours for another facilitator. These individuals provide support to students with disabilities in regular classes. | 1.130  | \$50,000.00  | ✓ |
| 2     | I-2      | 5200   | 120 <u>Classroom Teachers</u> Physical Education teacher will provide adaptive and specially designed physical education for students with disabilities.  | 1.000  | \$40,000.00  | ✓ |
| 3     | N/A      | 5200   | 120 <u>Classroom Teachers</u> One Speech Language Pathologist will provide speech/language therapy services for students with disabilities in private schools.  | 1.000  | \$51,675.17  | ✓ |
| 4     | N/A      | 5200   | 122 Stipends for ESE parent liaisons, ESE teachers and ESE paraprofessionals to attend trainings. Participants will gain knowledge and procedures necessary to provide services to students with disabilities.              | 60.000 | \$40,000.00  | ✓ |
| 5     | N/A      | 5200   | 140 <u>Substitute Teachers</u> Hire substitutes for teachers of students with disabilities to attend workshops/conferences.   | 0.030  | \$1,000.00   | ✓ |
| 6     | N/A      | 5200   | 140 <u>Substitute Teachers</u> Salaries for substitutes for regular education teachers, allowing them to be able to participate in inservice activities as appropriate and to attend IEP meetings.                          | 0.080  | \$3,206.00   | ✓ |
| 7     | N/A      | 5200   | 150 <u>Aides</u> Salaries for 17 instructional assistants to provide support to students with disabilities.   | 17.000 | \$320,000.00 | ✓ |
| 8     | N/A      | 5200   | 210 <u>Retirement</u> Employee Benefits-Retirement (Support facilitator, PE teacher, Speech/language pathologist, Parent Liaison, and para-professionals)   | 0.000  | \$50,000.00  | ✓ |
| 9     | N/A      | 5200   | 220 <u>Social Security</u> Employee Benefits-Social Security-(Support facilitator, PE teacher, Speech/language pathologist, Parent Liaison, and para-professionals)   | 0.000  | \$35,500.00  | ✓ |
| 10    | N/A      | 5200   | 230 <u>Group Insurance</u> Employment Benefits-Insurance (Support facilitator, PE teacher, Speech/language pathologist, Parent Liaison, and para-professionals)   | 0.000  | \$73,000.00  | ✓ |
| 11    | N/A      | 5200   | 232 <u>Life Insurance</u> Employee Benefits-Life insurance (Support facilitator, PE teacher, Speech/language pathologist, Parent Liaison, and para-professionals)   | 0.000  | \$1,500.00   | ✓ |
| 12    | N/A      | 5200   | 240 <u>Workers Compensation</u> Employee Benefits-Workers compensation (Support facilitator, PE teacher, Speech/language pathologist, Parent Liaison, and para-professionals)   | 0.000  | \$2,232.00   | ✓ |

|    |     |      |     |  |       |                                     |            |
|----|-----|------|-----|--|-------|-------------------------------------|------------|
| 13 | N/A | 5200 | 310 | <u>Professional and Technical Services</u> Contract for professional and technical services for students with disabilities. (Support for Transition services to comply with IDEA requirements).  | 0.000 | \$10,000.00                         | ✓          |
| 14 | N/A | 5200 | 310 | <u>Professional and Technical Services</u> Contract for professional and technical services for students with disabilities. (Elder Care Services, behavioral and counseling services, psychological services, speech/language therapy, music and art therapy)  | 0.000 | \$246,506.83                        | ✓          |
| 15 | N/A | 5200 | 350 | <u>Repairs and Maintenance</u> Repair and maintenance provided for equipment used at schools for students with disabilities.   | 0.000 | \$2,000.00                          |            |
| 16 | N/A | 5200 | 510 | <u>Supplies</u> Materials, supplies, instructional materials and consumables to reinforce the behavioral and instructional program for students with disabilities and support staff training. Also purchase supplemental reading material for students with disabilities struggling on FCAT reading. | 0.000 | <del>\$7,481.00</del><br>\$9,498.00 | CR 2017.00 |
| 17 | N/A | 5200 | 642 | <u>Furniture, Fixtures and Equipment Non-Capitalized</u> Furniture and/or equipment will be purchased to provide support for students with disabilities.   | 0.000 | \$1,375.00                          | ✓          |
| 18 | N/A | 5200 | 643 | <u>Computer Hardware Capitalized</u> Purchase capitalized hardware for instructional support to SWDs.  | 0.000 | \$4,000.00                          | ✓          |
| 19 | N/A | 5200 | 692 | <u>Computer Software Non-Capitalized</u> Software will be purchased to accommodate students with disabilities who need assistance accessing the regular and/or special curriculum.   | 0.000 | \$2,000.00                          | ✓          |
| 20 | N/A | 5200 | 730 | <u>Dues and Fees</u> Dues and fees paid for organization membership fees (CEC,ASHA, CASE, FASSA). The organizations provide current information on laws, rules, regulations and procedures that govern the provision of services to students with disabilities.                                      | 0.000 | \$1,000.00                          | ✓          |
| 21 | N/A | 6100 | 130 | <u>Other Certified Instructional Personnel</u> Other Certified Instructional Personnel Salaries for two behavior specialists (100% each) to provide support to students with social/emotional behavior disabilities  | 2.000 | \$66,000.00                         | ✓          |
| 22 | N/A | 6100 | 130 | <u>Other Certified Instructional Personnel</u> Salaries for three school psychologists (10%, 80%,100%) to provide support to Student Study Teams, conduct initial evaluations and reevaluations.   | 1.900 | \$120,000.00                        | ✓          |
| 23 | N/A | 6100 | 130 | <u>Other Certified Instructional Personnel</u> Salaries for a Social Worker (40%) to provide support to students with disabilities and their families and stipends for school level personnel supporting parent activities during noncontractual time.   | 0.400 | \$22,000.00                         | ✓          |
| 24 | N/A | 6100 | 210 | <u>Retirement</u> Employee Benefits-Retirement-(Psychologists, Social Worker,and Behavior Specialists)   | 0.000 | \$13,000.00                         | ✓          |
| 25 | N/A | 6100 | 220 | <u>Social Security</u> Employee Benefits-Social Security-(Psychologists, Social Worker,and Behavior Specialists)   | 0.000 | \$12,660.00                         | ✓          |
| 26 | N/A | 6100 | 230 | <u>Group Insurance</u> Employee Benefits-Insurance-(Psychologists, Social Worker,and Behavior Specialists)   | 0.000 | \$17,160.00                         | ✓          |
| 27 | N/A | 6100 | 232 | <u>Life Insurance</u> Employee Benefits-Insurance- (Psychologists, Social Worker,and Behavior Specialists)   | 0.000 | \$2,100.00                          | ✓          |
| 28 | N/A | 6100 | 240 | <u>Workers Compensation</u> Employee Benefits-Workers compensation- (Psychologists, Social Worker,and Behavior Specialists)  | 0.000 | \$696.00                            | ✓          |

|    |     |      |     |   |       |              |   |
|----|-----|------|-----|---|-------|--------------|---|
| 29 | N/A | 6100 | 390 | <u>Other Purchased Services</u> Contract with off duty resource officers to provide support to Gadsden Central Academy for students with severe emotional disabilities.   | 0.000 | \$30,000.00  | ✓ |
| 30 | N/A | 6100 | 510 | <u>Supplies</u> Materials and supplies (e.g. paper, pens, ink, testing supplies) necessary for carrying out IDEA requirements and training opportunities for parents and families of SWD.   | 0.000 | \$9,000.00   | ✓ |
| 31 | N/A | 6100 | 730 | <u>Dues and Fees</u> Pay dues and fees for psychologists (FASA and FASP). This expenditure is designed to support IDEA compliance. Professional organizations provide latest policies, research, and trends in working with SWD.  | 0.000 | \$1,000.00   | ✓ |
| 32 | N/A | 6150 | 130 | <u>Other Certified Instructional Personnel</u> Salary for Staff Assistant for Parent Involvement for students, families and parents of students with disabilities (100%). This expenditure is designed to support IDEA compliance.  | 1.000 | \$30,000.00  | ✓ |
| 33 | N/A | 6150 | 210 | <u>Retirement</u> Employee Benefits-Retirement-(Coordinating Specialist)  | 0.000 | \$1,050.00   | ✓ |
| 34 | N/A | 6150 | 220 | <u>Social Security</u> Employee Benefits-Social Security-(Coordinating Specialist)  | 0.000 | \$900.00     | ✓ |
| 35 | N/A | 6150 | 230 | <u>Group Insurance</u> Employee Benefits-Insurance-(Coordinating Specialist)  | 0.000 | \$1,200.00   | ✓ |
| 36 | N/A | 6150 | 232 | <u>Life Insurance</u> Employee Benefits-Insurance-Coordinating Specialist)  | 0.000 | \$49.00      | ✓ |
| 37 | N/A | 6150 | 240 | <u>Workers Compensation</u> Employee Benefits-Workers Compensation-(Coordinating Specialist)  | 0.000 | \$73.00      | ✓ |
| 38 | N/A | 6300 | 130 | <u>Other Certified Instructional Personnel</u> Salaries for four program specialists (20%,90%,90%,100%). These individuals assist in planning,implementing, and evaluating programs for students with disabilities.   | 3.000 | \$185,000.00 | ✓ |
| 39 | N/A | 6300 | 160 | <u>Other Support Personnel</u> Salaries for four secretaries (two at 90%, and two at 100%) to provide clerical and secretarial support to the student service and ESE departments. Gadsden County assures that the two secretaries paid 100% will only perform clerical duties related to SWDs and will not work on any tasks connected with Gifted or other non-disabled students. | 3.800 | \$115,000.00 | ✓ |
| 40 | N/A | 6300 | 210 | <u>Retirement</u> Employee Benefits-Retirement (Program specialists and Secretaries)  | 0.000 | \$20,300.00  | ✓ |
| 41 | N/A | 6300 | 220 | <u>Social Security</u> Employee Benefits-Social Security (Program specialists and Secretaries)  | 0.000 | \$17,400.00  | ✓ |
| 42 | N/A | 6300 | 230 | <u>Group Insurance</u> Employee Benefits-Insurance (Program specialists and Secretaries)  | 0.000 | \$26,520.00  | ✓ |
| 43 | N/A | 6300 | 232 | <u>Life Insurance</u> Employee Benefits-Insurance (Program specialists and Secretaries)   | 0.000 | \$940.00     | ✓ |
| 44 | N/A | 6300 | 240 | <u>Workers Compensation</u> Employee Benefits-Workers compensation (Program specialists and Secretaries)  | 0.000 | \$1,392.00   | ✓ |
| 45 | N/A | 6300 | 310 | <u>Professional and Technical Services</u> Contract with consultants for program consultations, program evaluation, legal issues and IDEA compliance in the provision of services to students   | 0.000 | \$5,000.00   | ✓ |

|                |     |      |     |   |               |   |
|----------------|-----|------|-----|---|---------------|---|
|                |     |      |     | with disabilities.  |               |   |
| 46             | N/A | 6300 | 330 | <u>Travel</u> Travel for ESE Director, Program Specialists and Psychologists to gain new and updated information regarding ESE policies, practices, and data management.  | 0.000         | \$7,000.00  |
| 47             | N/A | 6300 | 510 | <u>Supplies</u> Materials and supplies (e.g. paper, pens, ink cartridges) purchased for ESE administrative staff.   | 0.000         | \$5,278.00  |
| 48             | N/A | 6400 | 120 | <u>Classroom Teachers</u> Pay salaries for inservice training of staff on IDEA requirements.  | 0.320         | \$10,000.00   |
| 49             | N/A | 6400 | 210 | <u>Retirement</u> Employee Benefits-Redtirement -Inservice  | 0.000         | \$330.00  |
| 50             | N/A | 6400 | 220 | <u>Social Security</u> Employee Benefits-Social Security- inservice   | 0.000         | \$230.00  |
| 51             | N/A | 6400 | 240 | <u>Workers Compensation</u> Employee Benefits-Workers Compensation -Inservice   | 0.000         | \$15.00   |
| 52             | N/A | 6400 | 330 | <u>Travel</u> Pay travel for staff to attend in-service designed to promote IDEA compliance.  | 0.000         | \$1,000.00  |
| 53             | N/A | 7200 | 790 | <u>Miscellaneous Expenses</u> Indirect Cost @ 2.65% <i>3,62%</i>  | 0.000         | <del>\$45,736.00</del> <i>\$4,377.00</i> <i>DD 2017</i> <sup>10</sup> |
| 54             | N/A | 7800 | 160 | <u>Other Support Personnel</u> Salaries for bus drivers for field trips related to Community Based Instruction, designed to improve academic achievement of students with disabilities. Students with disabilities will experience activities and settings that will enhance their ability to relate academic to practical day-to-day activities. | 0.250         | \$4,000.00  |
| 55             | N/A | 7800 | 210 | <u>Retirement</u> Employee Benefits-Retirement (Bus Driver)   | 0.000         | \$300.00 ✓  |
| 56             | N/A | 7800 | 220 | <u>Social Security</u> Employee Benefits-Social Security- (Bus Driver)  | 0.000         | \$250.00 ✓  |
| 57             | N/A | 7800 | 240 | <u>Workers Compensation</u> Employee Benefits-Workers compensation (Bus Driver)   | 0.000         | \$200.00 ✓  |
| 58             | N/A | 7800 | 330 | <u>Travel</u> Travel Pay pupil transportation costs for Community-based Instruction and other additional transportation expenses for students with disabilities. Students with disabilities will participate in instructional activities that will prepare them to participate in appropriate activities within their communities.                | 0.000         | \$5,000.00 ✓  |
| <b>Totals:</b> |     |      |     |   | <b>92.910</b> | <b>\$1,720,255.00</b>   |

Totals:

| Code Description  | Total              |
|---|--------------------|
| I-2 Proportionate Share for Services to Parentally Placed Private School Children | \$40,000.00        |
| <b>Total</b>  | <b>\$40,000.00</b> |

DOE 101



Pam Stewart, Commissioner

| NUMBER-----ACCOUNT-----DESCRIPTION  | BUDGETED    | --MTD---  | --YTD---  | COMMITTED  | ENCUMBERED | -----BALANCE----- |      |
|-------------------------------------|-------------|-----------|-----------|------------|------------|-------------------|------|
| FUNC/OBJ                            |             | EXPENDED  | EXPENDED  |            |            | AMOUNT            | PCT  |
| 5200 EXCEPTIONAL                    |             |           |           |            |            |                   |      |
| 120 CLASSROOM TEACHER-REGULAR PA    | 141,675.17✓ | 3,850.67  | 3,850.67  | 71,906.39  | .00        | 65,918.11         | 46   |
| 121 CLASSROOM TEACHER-MISC EARNI    | .00         | 247.84    | 841.99    | .00        | .00        | 841.99-           |      |
| 122 TEACHER INSERVICE EARNINGS      | 40,000.00✓  | .00       | .00       | .00        | .00        | 40,000.00         | 100  |
| 140 SUBSTITUTES                     | 4,206.00✓   | .00       | .00       | .00        | .00        | 4,206.00          | 100  |
| 150 INSTRUCTIONAL ASSIST-REGULAR    | 320,000.00✓ | 1,628.29  | 25,843.97 | 289,881.82 | .00        | 4,274.21          | 1    |
| 210 RETIREMENT                      | 50,000.00✓  | 412.61    | 2,136.89  | 25,144.29  | .00        | 22,718.82         | 45   |
| 220 SOCIAL SECURITY                 | 35,500.00✓  | 415.31    | 2,060.68  | 27,676.77  | .00        | 5,762.55          | 16   |
| 230 BOARD MEDICAL & DENTAL INS      | 73,000.00✓  | 745.76    | 4,577.16  | 50,523.92  | .00        | 17,898.92         | 24   |
| 232 BOARD TERM LIFE INSURANCE       | 1,500.00✓   | 19.32     | 113.32    | 1,360.89   | .00        | 25.79             | 1    |
| 240 WORKERS COMPENSATION            | 2,232.00✓   | 27.49     | 146.60    | 1,736.59   | .00        | 348.81            | 15   |
| 310 PROFESSIONAL AND TECHNICAL      | 256,506.83✓ | 3,002.50  | 3,002.50  | 104,425.00 | 129,497.50 | 19,581.83         | 7    |
| 350 REPAIRS AND MAINTENANCE         | 2,000.00✓   | .00       | .00       | .00        | .00        | 2,000.00          | 100  |
| 510 SUPPLIES CR 2017.00             | 7,481.00    | 529.45    | 529.45    | 20,950.00  | .00        | 13,998.45-        | 187- |
| 642 FURN, FIXT, EQUIP-LESS THAN \$7 | 1,375.00✓   | .00       | .00       | .00        | .00        | 1,375.00          | 100  |
| 643 COMPUTER EQUIP-MORE THAN \$75   | 4,000.00✓   | .00       | .00       | .00        | .00        | 4,000.00          | 100  |
| 692 SOFTWARE-LESS THAN \$750        | 2,000.00✓   | .00       | .00       | .00        | .00        | 2,000.00          | 100  |
| 730 DUES AND FEES                   | 1,000.00✓   | .00       | .00       | .00        | .00        | 1,000.00          | 100  |
| 5300 VOCATIONAL TECHNICAL           |             |           |           |            |            |                   |      |
| 390 OTHER PURCHASED SERVICES        | .00         | .00       | 784.63    | .00        | .00        | 784.63-           |      |
| 6100 PUPIL PERSONNEL SERVICE        |             |           |           |            |            |                   |      |
| 110 ADMINISTRATION-REGULAR PAY      | .00         | .00       | 2,000.00  | 10,000.00  | .00        | 12,000.00-        |      |
| 130 OTHER CERTIFIED REGULAR PAY     | 208,000.00✓ | 13,761.42 | 23,614.10 | 225,438.91 | .00        | 41,053.01-        | 19-  |
| 210 RETIREMENT                      | 13,000.00✓  | 956.41    | 1,780.17  | 16,363.00  | .00        | 5,143.17-         | 39-  |
| 220 SOCIAL SECURITY                 | 12,660.00✓  | 989.50    | 1,856.92  | 18,011.08  | .00        | 7,208.00-         | 56-  |
| 230 BOARD MEDICAL & DENTAL INS      | 17,160.00✓  | 1,864.40  | 2,499.09  | 27,311.55  | .00        | 12,650.64-        | 73-  |
| 232 BOARD TERM LIFE INSURANCE       | 2,100.00✓   | 54.78     | 92.22     | 877.65     | .00        | 1,130.13          | 53   |
| 240 WORKERS COMPENSATION            | 696.00✓     | 66.04     | 122.93    | 1,082.10   | .00        | 509.03-           | 73-  |
| 310 PROFESSIONAL AND TECHNICAL      | .00         | 7,137.00  | 7,137.00  | .00        | 67,863.00  | 75,000.00-        |      |
| 330 TRAVEL                          | .00         | 22.25     | 22.25     | .00        | .00        | 22.25-            |      |
| 360 RENTALS                         | .00         | .00       | .00       | .00        | 12,372.84  | 12,372.84-        |      |
| 390 OTHER PURCHASED SERVICES        | 30,000.00✓  | 1,531.25  | 1,531.25  | .00        | 28,468.75  | .00               | 0    |
| 510 SUPPLIES                        | 9,000.00✓   | 131.48    | 131.48    | .00        | 1,707.00   | 7,161.52          | 79   |
| 520 TEXTBOOKS                       | .00         | .00       | .00       | .00        | 299.00     | 299.00-           |      |
| 730 DUES AND FEES                   | 1,000.00✓   | .00       | .00       | .00        | .00        | 1,000.00          | 100  |
| 6150 PARENTAL INVOLVEMENT           |             |           |           |            |            |                   |      |
| 130 OTHER CERTIFIED REGULAR PAY     | 30,000.00✓  | .00       | .00       | .00        | .00        | 30,000.00         | 100  |
| 160 OTHER SUPPORT PERSONNEL-REG     | .00         | .00       | 4,384.00  | 21,920.00  | .00        | 26,304.00-        |      |
| 210 RETIREMENT                      | 1,050.00✓   | .00       | 304.68    | 1,523.44   | .00        | 778.12-           | 74-  |
| 220 SOCIAL SECURITY                 | 900.00✓     | .00       | 317.26    | 1,676.88   | .00        | 1,094.14-         | 121- |
| 230 BOARD MEDICAL & DENTAL INS      | 1,200.00✓   | .00       | 745.76    | 3,728.80   | .00        | 3,274.56-         | 272- |
| 232 BOARD TERM LIFE INSURANCE       | 49.00✓      | .00       | 17.82     | 89.10      | .00        | 57.92-            | 118- |
| 240 WORKERS COMPENSATION            | 73.00✓      | .00       | 21.04     | 105.22     | .00        | 53.26-            | 72-  |
| 6300 INSTRUCTIONAL/CURRICULUM DEV   |             |           |           |            |            |                   |      |

| NUMBER-----ACCOUNT-----DESCRIPTION    | BUDGETED     | --MTD---<br>EXPENDED | --YTD---<br>EXPENDED | COMMITTED    | ENCUMBERED | -----BALANCE----- |      |
|---------------------------------------|--------------|----------------------|----------------------|--------------|------------|-------------------|------|
| FUNC/OBJ                              |              |                      |                      |              |            | AMOUNT            | PCT  |
| 130 OTHER CERTIFIED REGULAR PAY       | 185,000.00✓  | .00                  | 19,670.89            | 100,790.02   | .00        | 64,539.09         | 34   |
| 160 OTHER SUPPORT PERSONNEL-REG       | 115,000.00✓  | .00                  | 12,249.86            | 61,249.26    | .00        | 41,500.88         | 36   |
| 210 RETIREMENT                        | 20,300.00✓   | .00                  | 2,454.27             | 12,440.50    | .00        | 5,405.23          | 26   |
| 220 SOCIAL SECURITY                   | 17,400.00✓   | .00                  | 2,300.56             | 12,395.98    | .00        | 2,703.46          | 15   |
| 230 BOARD MEDICAL & DENTAL INS        | 26,520.00✓   | .00                  | 4,032.53             | 23,630.55    | .00        | 1,143.08-         | 4-   |
| 232 BOARD TERM LIFE INSURANCE         | 940.00✓      | .00                  | 120.25               | 730.08       | .00        | 89.67             | 9    |
| 240 WORKERS COMPENSATION              | 1,392.00✓    | .00                  | 153.22               | 777.80       | .00        | 460.98            | 33   |
| 310 PROFESSIONAL AND TECHNICAL        | 5,000.00✓    | .00                  | .00                  | 750.00       | .00        | 4,250.00          | 85   |
| 330 TRAVEL                            | 7,000.00✓    | 460.83               | 1,801.38             | .00          | .00        | 5,198.62          | 74   |
| 370 COMMUNICATIONS                    | .00          | 240.06               | 240.06               | .00          | .00        | 240.06-           |      |
| 390 OTHER PURCHASED SERVICES          | .00          | .00                  | .00                  | .00          | 10,000.00  | 10,000.00-        |      |
| 510 SUPPLIES                          | 5,278.00✓    | 1,344.02             | 1,344.02             | .00          | 2,074.79   | 1,859.19          | 35   |
| 641 FURN, FIXT, EQUIP-MORE THAN \$7   | .00          | .00                  | .00                  | .00          | 1,280.95   | 1,280.95-         |      |
| 642 FURN, FIXT, EQUIP-LESS THAN \$7   | .00          | .00                  | .00                  | .00          | 1,026.99   | 1,026.99-         |      |
| 6400 INSTRUCTIONAL STAFF TRAINING     |              |                      |                      |              |            |                   |      |
| 122 TEACHER INSERVICE EARNINGS        | 10,000.00✓   | .00                  | 18,600.00            | .00          | .00        | 8,600.00-         | 86-  |
| 132 OTHER CERTIFIED INSERVICE         | .00          | .00                  | 5,280.00             | .00          | .00        | 5,280.00-         |      |
| 152 INSTRUCTIONAL ASST INSERVICE      | .00          | .00                  | 6,300.00             | .00          | .00        | 6,300.00-         |      |
| 210 RETIREMENT                        | 330.00✓      | .00                  | .00                  | .00          | .00        | 330.00            | 100  |
| 220 SOCIAL SECURITY                   | 230.00✓      | .00                  | 2,308.77             | .00          | .00        | 2,078.77-         | 903- |
| 240 WORKERS COMPENSATION              | 15.00✓       | .00                  | 144.86               | .00          | .00        | 129.86-           | 865- |
| 310 PROFESSIONAL AND TECHNICAL        | .00          | .00                  | 5,000.00             | .00          | .00        | 5,000.00-         |      |
| 330 TRAVEL                            | 1,000.00✓    | .00                  | .00                  | .00          | .00        | 1,000.00          | 100  |
| 510 SUPPLIES                          | .00          | .00                  | 2,449.00             | .00          | .00        | 2,449.00-         |      |
| 7200 GENERAL ADMINISTRATION           |              |                      |                      |              |            |                   |      |
| 791 FEDERAL INDIRECT COSTS DB 2017.00 | 45,736.00    | .00                  | .00                  | .00          | .00        | 45,736.00         | 100  |
| 7300 SCHOOL ADMINISTRATION            |              |                      |                      |              |            |                   |      |
| 160 OTHER SUPPORT PERSONNEL-REG       | .00          | .00                  | 3,966.52             | 19,832.65    | .00        | 23,799.17-        |      |
| 210 RETIREMENT                        | .00          | .00                  | 275.68               | 1,378.37     | .00        | 1,654.05-         |      |
| 220 SOCIAL SECURITY                   | .00          | .00                  | 269.66               | 1,517.19     | .00        | 1,786.85-         |      |
| 230 BOARD MEDICAL & DENTAL INS        | .00          | .00                  | 745.76               | 3,728.80     | .00        | 4,474.56-         |      |
| 232 BOARD TERM LIFE INSURANCE         | .00          | .00                  | 15.84                | 79.20        | .00        | 95.04-            |      |
| 240 WORKERS COMPENSATION              | .00          | .00                  | 19.04                | 95.20        | .00        | 114.24-           |      |
| 7800 PUPIL TRANSPORTATION SERVICES    |              |                      |                      |              |            |                   |      |
| 161 OTHER SUPPORT-MISC EARNINGS       | 4,000.00✓    | .00                  | .00                  | .00          | .00        | 4,000.00          | 100  |
| 210 RETIREMENT                        | 300.00✓      | .00                  | .00                  | .00          | .00        | 300.00            | 100  |
| 220 SOCIAL SECURITY                   | 250.00✓      | .00                  | .00                  | .00          | .00        | 250.00            | 100  |
| 240 WORKERS COMPENSATION              | 200.00✓      | .00                  | .00                  | .00          | .00        | 200.00            | 100  |
| 330 TRAVEL                            | 5,000.00✓    | .00                  | .00                  | .00          | .00        | 5,000.00          | 100  |
| 7900 OPERATION OF PLANT               |              |                      |                      |              |            |                   |      |
| 360 RENTALS                           | .00          | .00                  | .00                  | .00          | 5,318.76   | 5,318.76-         |      |
| * TOTAL                               | 1,720,255.00 | 39,438.68            | 180,208.00           | 1,161,129.00 | 259,909.58 | 119,008.42        | 6    |

| -----JOURNAL----- |        |    |   | S  | -----TRANSACTION-----   |      |     |      |     |      |         |     |   |  | A   | -----AMOUNT----- |        |
|-------------------|--------|----|---|----|-------------------------|------|-----|------|-----|------|---------|-----|---|--|-----|------------------|--------|
| DATE              | NUMBER | PG | T |    | TYPE/DESCRIPTION/SOURCE |      |     |      |     |      |         |     |   |  | C   | DEBIT            | CREDIT |
|                   |        |    |   |    | FND                     | -GL- | REV | FUNC | OBJ | CNTR | PROJECT | PGM | T |  |     |                  |        |
| 07/01/13          | 400002 | 03 |   | JE | 420FD                   |      |     |      |     |      |         |     | B |  | .00 | 545,787.00-      |        |
| 07/01/13          | *      |    |   | *  |                         |      |     |      |     |      |         |     |   |  | .00 | 545,787.00-      |        |

per DOE memo

|   |               |  |         |             |            |
|---|---------------|--|---------|-------------|------------|
|   |               |  |         | DB          | CR         |
| B | 420-1510-     |  | 4222442 | -545,787.00 |            |
| B | 420-1510-225- |  | 4222442 |             | -545787.00 |



# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

GARY CHARTRAND, *Chair*

JOHN R. PADGET, *Vice Chair*

### Members

ADA G. ARMAS, M.D.

SALLY BRADSHAW

JOHN A. COLÓN

BARBARA S. FEINGOLD

KATHLEEN SHANAHAN

Dr. Tony Bennett  
Commissioner of Education



## MEMORANDUM

DATE: July 12, 2013  
TO: District Finance Officers  
FROM: Mark Eggers *Mark Eggers*  
SUBJECT: 2013-2014 District Summary Budget

To assist you with the preparation and submission of your 2013-2014 District Summary Budget, the following forms and instructions are now available online:

- 2013-2014 Summary of Changes in portable document format (PDF)
- Instructions for Preparing the District Summary Budget (Form ESE 139) in PDF
- 2013-2014 School District Summary Budget ESE 139 Spreadsheet Applications and Internet Submission Procedures in PDF
- Form ESE 139, District Summary Budget, in Excel 2003
- District Summary Budget Checklist in Word format
- Form ESE 524, Resolution Determining Revenues and Millages Levied, in Word format with Excel embedded files
- Certification and compliance letter to the Commissioner in Word format
- Certification of public hearings letter to the Commissioner in Word format
- Categorical Flexible Spending Resolution in Word format

To access these items, please go to <http://www.fldoe.org/fefp/>. Select the option "Financial Reporting Submissions - AFR and Budget." Passwords are required to access the District Summary Budget website and remain unchanged from the prior year. If assistance is needed regarding passwords, please contact the Office of Funding and Financial

MARK EGGERS  
BUREAU CHIEF, SCHOOL BUSINESS SERVICES

325 W. GAINES STREET • SUITE 814 • TALLAHASSEE, FL 32399-0400 • PHONE 850-245-0405 • FAX 850-245-9135  
[www.fldoe.org](http://www.fldoe.org)

District Finance Officers  
July 12, 2013  
Page Two

Reporting at 850-245-0405. Please note that the submission option of the website is inactive. It will be activated approximately two weeks prior to the Annual Financial Report (AFR) submission due date. The department will notify district finance officers when the system is available for submissions. Please read the summary of changes and the instructions thoroughly before entering budget data into Form ESE 139.

#### Due Date for Fiscal Year 2013-2014

The due date for the submission of the electronic version of the budget and for mailing all related hard-copy budget documents is no later than the third business day after the board approves the final budget, pursuant to Rule 6A-1.0071(1), Florida Administrative Code. Submission of the budget documents as e-mail attachments to [OFFRSubmissions@fldoe.org](mailto:OFFRSubmissions@fldoe.org) will be allowed as an alternative to mailing hard-copy budget documents. Form ESE 139 is still required to be uploaded to the District Summary Budget website.

Please refer to the 2013 Truth in Millage (TRIM) Compliance Workbook for School Districts for certification, advertisement, notification, and final hearing dates. This workbook can be found at <http://dor.myflorida.com/dor/property/trim/>. From this webpage, select "School district resources" to access "Workbook – School Districts."

#### Changes for Fiscal Year 2013-2014

Please see the summary of changes on the budget submission website.

#### Time Frame for Finance Database Access

All revisions to the budget data that need to be made after finalization of the online submission should be made as soon as feasible. Finalized data can only be viewed; district personnel must contact the Office of Funding and Financial Reporting to access the database to make revisions.

#### District Summary Budget Forms and Related Documents for Mailing or E-mailing

The following items must be forwarded in hard-copy form to the Office of Funding and Financial Reporting and postmarked no later than the third business day after the board approves the final budget. As an option, documents may be submitted via e-mail to [OFFRSubmissions@fldoe.org](mailto:OFFRSubmissions@fldoe.org).

- Completed District Summary Budget Checklist with preparer's name
- Certification and compliance letter with superintendent's signature
- 2013-2014 Instructional Salary Schedule
- 2013-2014 Administrative Salary Schedule
- 2013-2014 Salary Schedule for all other (non-instructional) employees
- Payroll period schedule for 2013-2014, as adopted by the district school board
- Copies of the advertisements required by Sections 200.065 and 1011.03, Florida Statutes (F.S.)

District Finance Officers  
July 12, 2013  
Page Three

- Public hearings certification indicating that the public meetings to adopt the tentative and final budgets were held as advertised
- Form ESE 524, Resolution Determining Revenues and Millages Levied
- Letter from bank or lender confirming loan extensions under Sections 1011.14 and 1011.15, F.S.

#### Categorical Funding Flexible Spending

Although categorical funding flexible spending is not specifically addressed in the budget submission process, the board may anticipate the district's need to adopt the flexibility prescribed in Section 1011.62(6), F.S. Once a resolution for flexible spending has been approved by the school board, please forward a copy of the resolution to:

Florida Department of Education  
Office of Funding and Financial Reporting  
325 W. Gaines Street, Room 824  
Tallahassee, Florida 32399-0400

Please note that Section 1011.62(6)(b), F.S., authorizes flexible spending using the instructional materials allocation, but only if all purchases necessary to provide updated materials aligned to the Next Generation Sunshine State Standards and benchmarks have been completed for the fiscal year. Flexibility in spending instructional materials funding is not available until March 1 of each fiscal year.

Flexibility in spending supplemental academic instruction funds and funds for research-based reading instruction is authorized if the required additional hour of instruction beyond the normal school day has been provided for the students in each of the 100 lowest-performing elementary schools in the district, based on the state reading assessment, if applicable.

Please call the Office of Funding and Financial Reporting at 850-245-0405 if you have additional questions or need further assistance.

ME/bp

**SUMMARY OF CHANGES**  
**2013-2014 District Summary Budget Package**

BUDGET SPREADSHEET – Form ESE 139, District Summary Budget

- *Additions:*
  - Revenue Account 3225, Teacher and Principal Training and Recruiting – Title II, Part A, was added to Fund 420, Special Revenue – Other Federal Programs.
  - Revenue Account 3419, School District Local Sales Tax, was added to the Debt Service and Capital Projects Funds. Funds received from a capital outlay sales surtax levied under the authority of a district school board, as provided by Section 212.055(6), F.S., should be reported in this account. See *Changes* for Account 3418, Local Sales Tax.
- *Changes:*
  - Section I, Assessments and Millage Levies, does not include the Critical Operating Needs and Critical Capital Outlay Needs Millages. The provisions of Section 1011.71(3)(b), F.S., were repealed effective June 30, 2011. Fiscal year 2012-2013 was the last year that the district school board could, by a supermajority vote, authorize the 0.25 mills critical needs operating or capital outlay millage, provided the levy was authorized by the voters in the 2010 general election or local referendum in accordance with Section 1011.73, F.S.
  - Updates related to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, were made for the reporting package.
  - The format for Fund 490, Special Revenue Funds – Miscellaneous, and Fund 000, Permanent Fund, was expanded to report expenditures by both function and object.
  - The title for Revenue Account 3418, Local Sales Tax, was changed to County Local Sales Tax. Funds received from a capital outlay sales surtax levied through an interlocal agreement by which the surtax is levied under the county's authority, as provided by Section 212.055(2), F.S., should be reported in this account.
  - The title for Account 3750, Proceeds of Certificates of Participation, was changed to Proceeds of Lease-Purchase Agreements, to accommodate proceeds from the issuance of all lease-purchase agreements, including certificates of participation, for the purpose of capital acquisition or construction.
- *Deletions:*
  - Fund 435, Education Jobs Act Fund, was removed.
  - Function 9200, Debt Service, was removed from the Special Revenue Funds.

## SUMMARY OF CHANGES (Continued)

### FORMS AND DOCUMENTS

- *Deletion:*  
Form ESE-524(a), Resolution Determining Critical Needs Revenues and Millages Levied, is no longer available.
- *New Option for Mailing Documents:*  
Submission of the budget documents as e-mail attachments is a new option for submitting budget documents as an alternative to mailing a hard-copy. Form ESE 139 is still required to be uploaded to the District Summary Budget website.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8a

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Purchase Orders from General Fund

**DIVISION:** Districtwide

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders to be paid from the General Fund for the 2013-2014 fiscal year:

| <u>Vendor</u>               | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|-----------------------------|-------------|---------------|-------------|
| Target Copy Inc.            | 185465      | \$12,500.00   | 110         |
| Target Copy Inc.            | 185469      | 2,700.00      | 110         |
| Pitney Bowes Purchase Power | 185505      | 10,500.00     | 110         |
| Google Inc.                 | 185513      | 9,900.00      | 110         |
| Shiver Diesel               | 185613      | 7,000.00      | 110         |

**FUND SOURCE:** General Fund

**AMOUNT:** \$42,600.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

07-01-2013

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

185465

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** v T02600000

**SHIP TO THIS ADDRESS**

Target Copy Inc.  
 P O Box 1569  
 Gainesville FL 32302

Testing & Assessment  
 School Board of Gadsden County  
 35 M L King Jr. Blvd  
 Quincy FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

*Carla McK...*

*Connie...*

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

Qty: 1 8/30/13 Testing & Assessment

Custom Print Jobs As Needed  
 for 2013-14 SY  
 Cost By Job

12,500.00 12,500.00

Payment 10 days after receipt of invoice in finance.

1st PO

PAY TERMS: NET 30

**TOTAL 12,500000**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

*SA*

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |                              |
| 110  | 6190     | 390    | 9001   | 1104220 |         | 12,500.00                    |
| /  | /        | /      | /      | /       |         |                              |
|  |          |        |        |         |         |                              |
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|  |          |        |        |         |         |                              |

# THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE

08-16-2013

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

185469

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** V T02600000

**SHIP TO THIS ADDRESS**

TARGET COPY INC.

TESTING/ASSESSMENT - Caroline McKinnon  
 School Board of Gadsden County  
 35 MLK Jr. Blvd  
 Quincy FL 32351

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|                        |             |                |

| QUANTITY | PRODUCT NO. | DESCRIPTION                                     | UNIT PRICE | TOTAL    |
|----------|-------------|---|------------|----------|
|          |             | <b>CUSTOM PRINT JOB(S)</b>                      |            |          |
|          |             | <b>ADDITIONAL MONIES NEEDED FOR</b>             |            |          |
|          |             | <b>PRINTING OF ASSESSMENT/TESTING MATERIALS</b> |            |          |
| 1        |             |   | 2,700.00   | 2,700.00 |

2nd PO

**TOTAL \$2,700.00**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. SA

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 2,700.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |          |                              |
| 110  | 6100     | 390    | 9001   | 1104220 |         | 2,700.00 |                              |
|  |          |        |        |         |         |          |                              |
|  |          |        |        |         |         |          |                              |
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|  |          |        |        |         |         |          |                              |

**VENDOR**



THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/19/13

PURCHASE ORDER NO.  
185505

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |   |
|--|---|
| <b>VENDOR</b> VP08820000   | <b>SHIP TO THIS ADDRESS</b>   |
| PITNEY BOWES PURCHASE POWER<br>P O BOX 856042<br>LOUISVILLE KY 402856042 | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BLANKET ORDER FOR 2013-2014 FY

|   |  |  |          |          |
|---|--|--|----------|----------|
| 1 |  | POSTAGE AND METER SUPPLIES<br>FOR MAILROOM BY SECURE CODE<br>USAGE | 10500.00 | 10500.00 |
|---|--|--|----------|----------|

PAY TERMS: NET 30

TOTAL 10,500.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 10,500.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 110  | 7500     | 370    | 9001   | 1109990 |         | 2900.00   |                              |
| 110  | 7200     | 370    | 9001   | 1109990 |         | 5000.00   |                              |
| 110  | 7800     | 370    | 9003   | 1109990 |         | 300.00    |                              |
| 110  | 7300     | 370    | 0051   | 1109990 |         | 1000.00   |                              |
| 110  | 8100     | 370    | 9020   | 1109990 |         | 300.00    |                              |
| 110  | 7500     | 510    | 9001   | 1109990 |         | 1000.00   |                              |
|  |          |        |        |         |         |           |                              |
|  |          |        |        |         |         |           |                              |
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|  |          |        |        |         |         |           |                              |
|  |          |        |        |         |         |           |                              |

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/19/13

PURCHASE ORDER NO.  
185513

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |   |
|--|---|
| <b>VENDOR</b> VG07380000<br><br>GOOGLE INC.<br>1600 AMPHITHEATRE PKWY<br>MOUNTAIN VIEW      CA 940431351 | <b>SHIP TO THIS ADDRESS</b><br><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY      FL 32351 |
|--|---|

|                            |             |                |
|----------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR<br> | COMPTROLLER | SUPERINTENDENT |
|----------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTENTION: SHEANTIKA WIGGINS

|     |  |  |       |         |
|-----|--|--|-------|---------|
| 900 |  | SOFTWARE MAINTENANCE FOR<br>DISTRICT EMAIL SERVICES<br>2013-2014 | 11.00 | 9900.00 |
|-----|--|--|-------|---------|

PAY TERMS: NET 30

TOTAL      9,900.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 9,900.00 | FINANCE DEPT USE<br>EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                                 |
| 110  | 8200     | 360    | 9001   | 1109990 |         | 9900.00  |                                 |
|  |          |        |        |         |         |          |                                 |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/09/13

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

185613

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <p><b>VENDOR</b> VS08830000</p> <p>SHIVER DIESEL INJ &amp; TURBO<br/>             1702 CARPENTER ROAD<br/>             P O BOX 1734<br/>             TIFTON GA 31793</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>TRANS. DEPT-SCHOOL BD GADSDEN<br/>             720 SOUTH STEWART ST<br/>             QUINCY FL 32351</p> |
|--|--|

|                        |            |                |
|------------------------|------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTEN: BOB WIMMER

|   |  |   |          |          |
|---|--|---|----------|----------|
| 1 |  | BLANKET ORDER 09/1/13-- 06/30/14<br><br>LOCAL VENDOR FOR SPECIALITY PARTS FOR DIESEL ENGINES USED ON BUSES & DISTRICT VEHICLES. | 7,000.00 | 7,000.00 |
|---|--|---|----------|----------|

PAY TERMS: NET 30

TOTAL ~~87~~,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 7,000.00 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                 |                              |
| 110  | 7800     | 550    | 9001   | 1109990 |               | 7000.00         |                              |
|  |          |        |        |         |               |                 |                              |
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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8b

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Purchase Orders from Capital Improvements Fund

**DIVISION:** Districtwide

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders for the 2013-2014 fiscal year:

| <u>Vendor</u>                | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|------------------------------|-------------|---------------|-------------|
| Shaw Integrated Solutions    | 185499      | \$3,064.96    | 379         |
| Executive Office Furniture   | 185517      | 1,361.70      | 379         |
| Joel Sampson Architect, Inc. | 185595      | 5,000.00      | 379         |
| Progressive Communications   | 185652      | 6,950.00      | 379         |
| Progressive Communications   | 185651      | 5,750.00      | 379         |

**FUND SOURCE:** Capital Improvements 379 Fund

**AMOUNT:** \$22,126.66

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/16/13

PURCHASE ORDER NO.  
185499

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VS07840000

**SHIP TO THIS ADDRESS**

SHAW INTEGRATED SOLUTIONS  
770 JOE FRANK HARRIS PKW  
CARTERSVILLE GA 30120

MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

*Wayne Shepard*

| QUANTITY | PRODUCT NO.   | DESCRIPTION                     | UNIT PRICE | TOTAL    |
|----------|---------------|---------------------------------|------------|----------|
| 85.33    | EW24-s/n59383 | carpet,81400/blue,Nothing to it | 20.43      | 1,743.29 |
| 85.00    |               | carpet tile installation        | 5.25       | 446.25   |
| 85.00    |               | carpet removal                  | 2.50       | 212.50   |
| 85.00    |               | carpet disposal                 | 1.10       | 93.50    |
| 1        |               | 4 gal pail adhesive             | 68.87      | 68.87    |
| 100      |               | base-install 4"                 | 1.00       | 100.00   |
| 100      |               | open market -base - furnish 4"  | 0.68       | 68.18    |
| 4        |               | furniture moving hours          | 45.00      | 180.00   |
| 1        |               | freight                         | 152.37     | 152.37   |

contract # 022712 SII  
ACS 360-240-12-1-NJPA

JOB 36552  
St. Johns principal bldg.

PAY TERMS: NET 30

DATE RECEIVED

BY \_\_\_\_\_

TOTAL

3,064.96

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 3,064.96 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 379  | 7400     | 681    | 0191   | 0999    |         | 3064.96  |                              |
|  |          |        |        |         |         |          |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/19/13

PURCHASE ORDER NO.  
185517

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |   |
|---|---|
| <b>VENDOR</b> VE09760000<br><br>EXECUTIVE OFFICE FURNITURE<br>241 E HARRISON ST<br>TALLAHASSEE FL 32301 | <b>SHIP TO THIS ADDRESS</b><br><br>ST. JOHN ELEMENTARY SCHOOL<br>4463 BAINBRIDGE HWY<br>QUINCY FL 32352 |
|---|---|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

SOF CONTRACT 425-0012-12-1

|        |  |   |        |        |
|--------|--|---|--------|--------|
| QUOTE: |  |   |        |        |
| 1      |  | MAYLINE-6446AL BLACK EX CHAIR               | 547.95 | 547.95 |
| 3      |  | LA-Z-BOY LF 14N-042 DV496950<br>SIDE CHAIRS | 271.25 | 813.75 |

PAY TERMS: NET 30

TOTAL 1,361.70

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 1,361.70 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 379  | 7400     | 642    | 0191   | 0999    |         | 1361.70  |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

**DATE**  
09/05/13


**PURCHASE ORDER NO.**  
185595

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|               |   |   |
|---------------|---|---|
| <b>VENDOR</b> | VJ05075000  | <b>SHIP TO THIS ADDRESS</b>   |
|               | JOEL SAMPSON ARCHITECT, INC.<br>212 N ADAMS ST<br>QUINCY FL 32351 | MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |

|                        |   |                |
|------------------------|---|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER   | SUPERINTENDENT |
|                        |  |                |

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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BEST LOCAL SOURCE FOR SPECIFIC SERVICES.

\*\*

PROJECT: HAVANA ELEMENTARY BLDG. 3 ROOF REPAIR/REPLACE. SERVICES PROVIDED ARE AS FOLLOWS: SITE STUDY AND DESIGN MANAGE BID PROCESS, OVERSEES PROJECT TO COMPLETION. INVOICES SUBMITTED FOR PAYMENT AS STAGE(S) ARE COMPLETE.

1

5000.00 5000.00

PAY TERMS: NET 30

**TOTAL 5,000.00**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |                       |        |         | TOTAL PROGRAM | 5,000.00 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|-----------------------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT                | CENTER | PROJECT |               |                 |                              |
| 379  | 7400     | <del>671</del><br>681 | 0091   | 0999    |               | 5000.00         |                              |
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THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
09/11/13

PURCHASE ORDER NO.  
185652

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
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| <b>VENDOR</b><br>VP14400000<br>PROGRESSIVE COMMUNICATIONS<br>100 INDUSTRIAL PARK RD<br>MILLEDGEVILLE GA 31001 | <b>SHIP TO THIS ADDRESS</b><br>MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |
|---|--|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION  | UNIT PRICE | TOTAL   |
|----------|-------------|--|------------|---------|
| 1        |             | SCHOOL BOARD APPVD 09/10/13<br>SURVEILLANCE CAMERA TO BE<br>INSTALLED AT ST JOHN<br>ELEMENTARY<br>INCLUDES ALL EQUIPMENT AND<br>LABOR TO INSTALL | 6950.00    | 6950.00 |

TOTAL 6,950.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 6,950.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 379  | 7400     | 641    | 0191   | 0999    |         | 6950.00  |                              |
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**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE  
09/11/13

PURCHASE ORDER NO.  
185651

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <p><b>VENDOR</b>      VP14400000</p> <p>PROGRESSIVE COMMUNICATIONS<br/>100 INDUSTRIAL PARK RD<br/>MILLEDGEVILLE      GA 31001</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>MAINTENANCE DEPARTMENT<br/>805 SOUTH STEWART STREET<br/>QUINCY      FL 32351</p> |
|---|--|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

|   |  |   |         |         |
|---|--|---|---------|---------|
| 1 |  | SCHOOL BOARD APPRVD 09/10/13<br>SURVEILLANCE CAMERA TO BE<br>INSTALLED AT GRETNA ELEMENTARY<br>INCLUDES EQUIPMENT AND LABOR<br>TO INSTALL | 5750.00 | 5750.00 |
|---|--|---|---------|---------|

TOTAL      5,750.00

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 5,750.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 379  | 7400     | 641    | 0171   | 0999    |         | 5750.00  |                              |
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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEMS: Purchase Order for Race To The Top

DIVISION: K-12 Instruction

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase order to be paid from the Race To The Top federal award for the 2013-2014 fiscal year:

| <u>Vendor</u>     | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|-------------------|-------------|---------------|-------------|
| Dell Marketing LP | 185604      | \$17,059.90   | 434         |

FUND SOURCE: Race To The Top

AMOUNT: \$17,059.90

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/09/13

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

185604

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <b>VENDOR</b> VD04220000   | <b>SHIP TO THIS ADDRESS</b>  |
| DELL MARKETING LP<br>ONE DELL WAY<br>ROUNDROCK                      TX 76884 | CROSSROAD ACADEMY CHARTER SCH<br>635 STRONG ROAD<br>QUINCY                                      FL 32351 |

|                        |            |                |
|------------------------|------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY               | PRODUCT NO. | DESCRIPTION   | UNIT PRICE | TOTAL    |
|------------------------|-------------|---|------------|----------|
| (WSCA) 250-WSCA-10-ACS |             | Misc. IT Equipment Contract/Alternate Contract Source<br>ATTN: KEVIN FOREHAND |            |          |
| 22                     |             | DELL LATITUDE E5530<br>SEE ATTACHED QUOTE #660004261                          | 775.45     | 17059.90 |

ROOM Number (equip)/Tchr Name(s):

PAY TERMS: NET 30

TOTAL                      17,059.90

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 17,059.90<br>AMOUNT | FINANCE DEPT USE<br>EXPENDITURE |
|--|----------|--------|--------|---------|---------------|---------------------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                     |                                 |
| 434  | 6400     | 643    | 9001   | 434RL11 |               | 17059.90            |                                 |
|  |          |        |        |         |               |                     |                                 |
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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8d

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Purchase Orders for Federal Program Initiatives with General Fund Support for Non-Title I Eligible School

**DIVISION:** Federal Programs

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders to be paid from Federal Programs for Title I eligible schools and General Fund for non-Title I eligible schools for the 2013-2014 fiscal year:

| <u>Vendor</u>            | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|--------------------------|-------------|---------------|-------------|
| NCS Pearson Incorporated | 185648      | \$42,066.00   | 420/110     |
| Library Video Company    | 185600      | 23,595.00     | 420/110     |
| Test Prep Systems        | 185641      | 21,945.00     | 420/110     |

**FUND SOURCE:** Federal Projects and General Fund

**AMOUNT:** \$77,094.01 Federal Projects; \$10,511.99 General Fund

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE  
09/11/13

185648

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651 FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VN06020000

SHIP TO THIS ADDRESS

NCS PEARSON INCORPORATED  
5601 GREEN VALLEY DR  
BLOOMINGTON MN 553471099

FED PRGMS-SCHOOL BOARD GADSDEN  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

SAMS ✓

ATTN: ROSE RAYNAK/DM

1

WHAT:

BOARD APPROVED:     /    /      
IMPLEMENTATION OF SUCCESSMAKER  
AT ALL SCHOOLS. SHARED  
PARTERSHIP, HIGH STAKES  
MANAGEMENT REPORTS INCLUDED.  
SERVICES TO INCLUDE BOTH  
SUCCESSMAKER AND WATERFORD

42066.00 42066.00

\*  
Fl. Panhandle Area Shared Partnership Plus

TOTAL 42,066.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | 42,066.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |           |                              |
| 420  | 5100     | 390    | 0201   | 4221240 | 100     | 5438.10 |           |                              |
| 420  | 5100     | 390    | 0141   | 4221240 | 100     | 3565.45 |           |                              |
| 420  | 5100     | 390    | 0091   | 4221240 | 100     | 4020.39 |           |                              |
| 420  | 5100     | 390    | 0061   | 4221240 | 102     | 1745.70 |           |                              |
| 420  | 5100     | 390    | 0041   | 4221240 | 100     | 5374.63 |           |                              |
| 420  | 5100     | 390    | 0191   | 4221240 | 100     | 2475.72 |           |                              |
| 420  | 5100     | 390    | 0171   | 4221240 | 100     | 2443.98 |           |                              |
| 420  | 5100     | 390    | 0211   | 4221240 | 102     | 5522.75 |           |                              |
| 420  | 5100     | 390    | 0151   | 4221240 | 100     | 1713.96 |           |                              |
| 420  | 5100     | 390    | 0231   | 4221240 | 100     | 952.20  |           |                              |
| 420  | 5100     | 390    | 0071   | 4221240 | 100     | 4507.07 |           |                              |
| 420  | 5100     | 390    | 0051   | 4221240 | 100     | 3195.15 |           |                              |
| 110  | 5100     | 390    | 0101   | 1109990 | 100     | 1110.90 |           |                              |

VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/06/13

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

185600

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> VL04000000  | <b>SHIP TO THIS ADDRESS</b>  |
| LIBRARY VIDE0 COMPANY<br>P O BOX 580<br>DEPT. A/R<br>WYNNEWOOD PA 190960580 | FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |            |                |
|------------------------|------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPROLLER | SUPERINTENDENT |
|------------------------|------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

*Bd Apvd:* \_\_\_\_\_ ( ) ATTN: ROSE RAYNAK/DM

*SAMS* ✓

|   |   |                                 |          |          |
|---|---|---------------------------------|----------|----------|
| 1 | WHAT: <input checked="" type="radio"/> SOLE SOURCE VENDOR |                                 |          |          |
|   |   | IMPLEMENTATION OF <u>SAFARI</u> | 23595.00 | 23595.00 |
|   |   | <u>MONTAGE AT ALL SCHOOLS</u>   |          |          |

PAY TERMS: NET 30

TOTAL 23,595.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |                 |         | TOTAL            | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|-----------------|---------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT         | PROGRAM | 23,595.00 AMOUNT |                              |
| 420  | 5100     | 510    | 0201   | 4221240         | 100     | 3050.26          |                              |
| 420  | 5100     | 510    | 0141   | 4221240         | 100     | 1999.88          |                              |
| 420  | 5100     | 510    | 0091   | 4221240         | 100     | 2255.06          |                              |
| 420  | 5100     | 510    | 0061   | 4221240         | 102     | 979.17           |                              |
| 420  | 5100     | 510    | 0041   | 4221240         | 100     | 3014.65          |                              |
| 420  | 5100     | 510    | 0191   | 4221240         | 100     | 1388.64          |                              |
| 420  | 5100     | 510    | 0171   | 4221240         | 100     | 1370.84          |                              |
| 420  | 5100     | 510    | 0211   | 4221240         | 102     | 3097.73          |                              |
| 420  | 5100     | 510    | 0151   | 4221240         | 100     | 961.37           |                              |
| 420  | 5100     | 510    | 0231   | 4221240         | 100     | 534.09           |                              |
| 420  | 5100     | 510    | 0051   | 4221240         | 100     | 1792.18          |                              |
| 420  | 5100     | 510    | 0071   | 4221240         | 100     | 2528.04          |                              |
| 110  | 5100     | 360    | 0101   | <del>0999</del> | 100     | 623.09           |                              |

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
09/11/13

PURCHASE ORDER NO.  
185641

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VT05400000

**SHIP TO THIS ADDRESS**

TEST PREP SYSTEMS  
DBA-PROGRESS TESTING  
4140 NW 27TH LANE, STE G  
GAINESVILLE FL 32606

FED PRGMS-SCHOOL BOARD GADSDEN  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
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*SAM* ✓

ATTN: ROSE RAYNAK/DM

|   |       |   |          |          |
|---|-------|---|----------|----------|
| 1 | WHAT: | IMPLEMENTATION OF FCAT TEST<br>PREP FOR ALL SCHOOLS | 21945.00 | 21945.00 |
|---|-------|---|----------|----------|

✓ *Sole Source Doc.*

TOTAL 21,945.00

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 21,945.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 420  | 6300     | 360    | 9001   | 4212631 |         | 13167.00  |                              |
| 110  | 6300     | 360    | 9001   | 1109990 |         | 8778.00   |                              |
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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Federal Programs

DIVISION: Federal Programs

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders to be paid from Federal Programs for the 2013-2014 fiscal year:

| <u>Vendor</u>              | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|----------------------------|-------------|---------------|-------------|
| Educ. Dev. Assoc-Acaletics | 185601      | \$260,840.00  | 420         |
| Achieve 3000               | 185493      | 41,260.00     | 420         |
| School Outfitters          | 185663      | 14,700.40     | 420         |
| James M. Warford           | 185557      | 12,000.00     | 420         |

FUND SOURCE: Federal Projects

AMOUNT: \$328,800.40

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance



THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/06/13

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

185601

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> VE03450000  | <b>SHIP TO THIS ADDRESS</b>  |
| EDU DEV ASSOC-ACALETICS<br>DBA ACALETICS<br>14052 NW 82ND AVE<br>MIAMI LAKES FL 330161547 | FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: ROSE RAYNAK/DM

|   |       |   |           |           |
|---|-------|---|-----------|-----------|
| 1 | WHAT: | SOLE SOURCE VENDOR<br>IMPLEMENTATION OF ACALETICS<br>FOR ELEMENTARY, MIDDLE AND<br>HIGH SCHOOL STUDENTS | 260840.00 | 260840.00 |
|---|-------|---|-----------|-----------|

PAY TERMS: NET 30

TOTAL 260,840.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |     | TOTAL PROGRAM | 260,840.00 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|-----|---------------|-------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |     |               |                   |                              |
| 420  | 5100     | 510    | 0151   | 4221240 | 100 | 13072.00      |                   |                              |
| 420  | 5100     | 510    | 0041   | 4221240 | 100 | 30000.00      |                   |                              |
| 420  | 5100     | 510    | 0091   | 4221240 | 100 | 29756.00      |                   |                              |
| 420  | 5100     | 510    | 0191   | 4221240 | 100 | 25198.00      |                   |                              |
| 420  | 5100     | 510    | 0201   | 4221240 | 100 | 33500.00      |                   |                              |
| 420  | 5100     | 510    | 0141   | 4221240 | 100 | 27950.00      |                   |                              |
| 420  | 5100     | 510    | 0171   | 4221240 | 100 | 23736.00      |                   |                              |
| 420  | 5100     | 510    | 0231   | 4221240 | 100 | 4256.00       |                   |                              |
| 420  | 5100     | 510    | 0211   | 4221240 | 102 | 37500.00      |                   |                              |
| 420  | 5100     | 510    | 0061   | 4221240 | 102 | 18696.00      |                   |                              |
| 420  | 5100     | 510    | 0051   | 4221240 | 100 | 17176.00      |                   |                              |
|  |          |        |        |         |     |               |                   |                              |
|  |          |        |        |         |     |               |                   |                              |

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/16/13

PURCHASE ORDER NO.  
185493

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <b>VENDOR</b> VA02130000                                       | <b>SHIP TO THIS ADDRESS</b>  |
| ACHIEVE 3000<br>1091 RIVER AVENUE, BLDG#1<br>LAKEWOOD NJ 08701 | FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|   |                                   |                                      |
|---|-----------------------------------|--------------------------------------|
| PRINCIPAL / SUPERVISOR<br><i>R. Raynak jt</i> | COMPTROLLER<br><i>[Signature]</i> | SUPERINTENDENT<br><i>[Signature]</i> |
|---|-----------------------------------|--------------------------------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

Bd April:

R. RAYNAK/JT

*Sole source letter QUOTE ID# 37620*

|   |  |  |              |                  |
|---|--|--|--------------|------------------|
| 1 |  | IMPLEMENTATION MATERIALS FEE   | 475.00       | 475.00           |
| 1 |  | SUPPORT SERVICE FEE  | 600.00       | 600.00           |
| 1 |  | DIFFERENTIATED LITERACY SOL.<br>INCLUDES 1 DAY OF PD SERVICE<br>LEVELSET ASSESSMENTS AND<br>PLATFORM ACCESS FOR A MAX. OF<br>100 STUDENTS  | 9085.00      | 9085.00          |
| 2 |  | DIFFERENTIATED LITERACY SOL.<br>INCLUDES 2 DAYS OF PD SERVICES<br>LEVELSET ASSESSMENT AND<br>PLATFORM ACCESS FOR A MAX. OF<br>250 STUDENTS | 15550.00     | 31100.00         |
|   |  |  | <b>TOTAL</b> | <b>41,260.00</b> |

*SAM ✓*

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL    | 41,260.00 | FINANCE DEPT USE<br>EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|-----------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |           |                                 |
| 420  | 5100     | 360    | 0231   | 4221240 | 102     | 4539.61  |           |                                 |
| 420  | 5100     | 360    | 0051   | 4221240 | 102     | 15232.91 |           |                                 |
| 420  | 5100     | 360    | 0071   | 4221240 | 102     | 21487.48 |           |                                 |
| /  | /        | /      | /      | /       | /       |          |           |                                 |
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THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/13/13

185663

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VS04260000

**SHIP TO THIS ADDRESS**

SCHOOL OUTFITTERS  
P O BOX 141231  
CINCINNATI

OH 452501231

FED PRGMS-SCHOOL BOARD GADSDEN  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: ROSE RAYNAK/DM

|    |       |   |        |          |
|----|-------|---|--------|----------|
| 26 | WHAT: | BOARD APPROVED: / /<br>LUX-LLTS24-B STEEL LAPTOP<br>STORAGE CART W/ELECTRIC | 526.99 | 13701.74 |
| 1  | WHO:  | SHIPPING<br>0151 - 8<br>0041 - 10<br>0171 - 8                               | 998.66 | 998.66   |

PAY TERMS: NET 30

TOTAL 14,700.40

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 14,700.40 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 420  | 6500     | 642    | 0151   | 4221246 |         | 4548.81   |                              |
| 420  | 6500     | 642    | 0041   | 4221246 |         | 5602.78   |                              |
| 420  | 6500     | 642    | 0171   | 4221246 |         | 4548.81   |                              |
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**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE  
08/28/13

PURCHASE ORDER NO.  
185557

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <b>VENDOR</b> VW03050000                                   | <b>SHIP TO THIS ADDRESS</b>  |
| WARFORD, JAMES M.<br>1443 N 20TH ST.<br>WASHOUGAL WA 98671 | FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: ROSE RAYNAK/DM

|   |  |   |          |          |
|---|--|---|----------|----------|
| 1 |  | <b>WHAT:</b> SERVICES TO PROVIDE COMMON CORE AND LAPTOP TEACHER TRAININGS TO INFUSE TECHNOLOGY INTO THE CLASSROOMS.<br><b>WHEN:</b> OCTOBER 7-11, 2013<br><b>FEES:</b> 5 CONSECUTIVE TRAININGS (EXPENDITURES TO INCLUDE MEALS HOTEL, FLIGHT - NOT TO EXCEED \$3,500.00) | 12000.00 | 12000.00 |
|---|--|---|----------|----------|

PAY TERMS: NET 30

TOTAL 12,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 12,000.00 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                  |                              |
| 420  | 6300     | 310    | 9001   | 4221245 |               | 12000.00         |                              |
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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8f

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Purchase Orders for School Safety

**DIVISION:** School Safety

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders for the 2013-2014:

| <u>Vendor</u>           | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|-------------------------|-------------|---------------|-------------|
| Tallahassee 2-Way       | 185563      | \$15,750.00   | 379         |
| Barkley Security Agency | 185634      | 3,132.00      | 110         |

**FUND SOURCE:** Capital Improvements Fund 379 Fund and General Fund 110 Fund

**AMOUNT:** \$18,882.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08-28-2013

PURCHASE ORDER NO.  
185563

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** V T015300000

**SHIP TO THIS ADDRESS**

TALLAHASSEE 2-WAY  
341 BEAVER LAKE ROAD  
TALLAHASSEE FL 32312

SCHOOL BOARD OF GADSDEN COUNTY  
BRUCE JAMES-SAFETY COORDINATOR  
35 Martin Luther King Jr. Blvd.  
Quincy FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY            | PRODUCT NO.                | DESCRIPTION   | UNIT PRICE | TOTAL     |
|---------------------|----------------------------|---|------------|-----------|
| <i>l. Approved:</i> |                            |   |            |           |
|                     | GSA CONTRACT# GS-35F-0109L | QUOT# 13-0434   |            |           |
| 70                  | IC-F301141 RC              | ICOM 5 Watt, 16 Channel VHF Portable Radio<br>136-174MHz Includes BC160 Rapid Charger | 220.00     | 15,400.00 |
| 70                  | FA-SC56VS Upgr             | Pulled Std Antenna sub FASC56VS Stubby Antenna  | 5.00       | 350.00    |

**\*\*Price includes delivery to each school and programming.**

**TOTAL \$ 15,750.00**

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | \$15,750.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|-------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT      |                              |
| 379  | 7400     | 642    | 9001   | 0999    |         | \$15,750.00 |                              |
|  |          |        |        |         |         |             |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

**DATE**  
09/11/13

**PURCHASE ORDER NO.**  
185634

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |   |                             |
|--|---|-----------------------------|
| <b>VENDOR</b>  | VB02500000  | <b>SHIP TO THIS ADDRESS</b> |
| BARKLEY SECURITY AGENCY<br>P O BOX 1726<br>QUINCY FL 32353 | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |                             |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BLANKET ORDER 2013-2014 SY

|     |                  |   |       |         |
|-----|------------------|---|-------|---------|
|     |                  | ADDITIONAL SECURITY SERVICES<br>NEEDED FROM 3:00-3:30 EACH<br>SCHOOL DAY AT EAST GADSDEN<br>PER SECURITY OFFICER (X3)<br>18DAYS X 1.5HR X \$11.60/HR=<br>NOT BUDGETED FOR IN ORIGINAL<br>PURCHASE ORDER/CONTRACT. | 11.60 | 3132.00 |
| 270 | 270HRS=<br>NOTE: |   |       |         |

**TOTAL 3,132.00**

**PAY TERMS: NET 30**

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 3,132.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110  | 7900     | 390    | 0071   | 1104300 |         | 3132.00  |                              |
|  |          |        |        |         |         |          |                              |
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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8g

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEMS: Purchase Orders

DIVISION: K-12 Instruction

PURPOSE AND SUMMARY OF ITEMS: Board approval is requested for the following purchase orders in accordance with FL Statute 1006.37(1), FS. "The district school superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made."

| <u>Vendor</u>                  | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|--------------------------------|-------------|---------------|-------------|
| Florida School Book Depository | 185549      | \$ 5,327.18   | 110         |
| Florida School Book Depository | 185550      | \$ 3,001.15   | 110         |
| Florida School Book Depository | 185551      | \$ 2,839.87   | 110         |

FUND SOURCE: General Fund

AMOUNT: \$11,168.20

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance



THE SCHOOL BOARD

COUNTY

DATE

PURCHASE ORDER NO.

08/28/13

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

185549

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VF10400000

**SHIP TO THIS ADDRESS**

FLORIDA SCHOOL BOOK DEPOSITORY  
 P O BOX 6578  
 JACKSONVILLE FL 32236

WEST GADSDEN HIGH SCHOOL  
 200 PROVIDENCE ROAD  
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: DR. IDA WALKER

|   |  |   |         |         |
|---|--|---|---------|---------|
| 1 |  | MATH TEXTBOOKS<br>SEE ATTACHED DOC. #130619 | 5327.18 | 5327.18 |
|---|--|---|---------|---------|

PAY TERMS: NET 30

TOTAL 5,327.18

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 5,327.18 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                 |                              |
| 110  | 5100     | 520    | 0051   | 1101840 | 100           | 5327.18         |                              |
|  |          |        |        |         |               |                 |                              |
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THE SCHOOL

N COUNTY

DATE

PURCHASE ORDER NO.

08/28/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185550

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** VP05300000

**SHIP TO THIS ADDRESS**

PEARSON EDUCATION, INC  
K-12 CUSTOMER SERVICE  
P O BOX 2500  
LEBANON IN 46052

EAST GADSDEN HIGH SCHOOL  
27001 BLUE STAR HWY  
HAVANA FL 32333

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: CURTIS RICHARDSON

|   |  |   |         |         |
|---|--|---|---------|---------|
| 1 |  | HEALTH SCIENCE FUNDAMENTALS<br>EXPLORING CAREER PATHWAYS<br>TEXTBOOKS<br>SEE ATTACHED ORDER | 3001.15 | 3001.15 |
|---|--|---|---------|---------|

PAY TERMS: NET 30

TOTAL 3,001.15

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 3,001.15 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                 |                              |
| 110  | 5100     | 520    | 0071   | 1101840 | 100           | 3001.15         |                              |
|  |          |        |        |         |               |                 |                              |
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DATE

THE SCHO

IN COUNTY

PURCHASE ORDER NO.

08/28/13

35 MARTIN LUTHE ... FLORIDA 32351

185551

PHONE (850) 627-9651 FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VF10400000

SHIP TO THIS ADDRESS

FLORIDA SCHOOL BOOK DEPOSITORY
P O BOX 6578
JACKSONVILLE FL 32236

HAVANA MIDDLE SCHOOL
1210 KEMP ROAD
HAVANA FL 32333

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

ATTN: DELSHUANA JACKSON

1

READING & SCIENCE TEXTBOOKS
SEE ATTACHED DOC. #130623

2839.87

2839.87

PAY TERMS: NET 30

TOTAL

2,839.87

- 1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. [ ] If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

Table with columns: DISTRIBUTION TO BE COMPLETED BY ORIGINATOR (FUND, FUNCTION, OBJECT, CENTER, PROJECT), TOTAL PROGRAM, 2,839.87 AMOUNT, FINANCE DEPT USE EXPENDITURE. Row 1: 110, 5100, 520, 0061, 1101840, 100, 2839.87.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8h

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Blanket Purchase Orders for School Food Service Program

**DIVISION:** School Food Service

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders for the 2013-2014 School Food Service Program:

| <u>Vendor</u>                 | <u>PO #</u> | <u>Amount</u> | <u>Fund</u> |
|-------------------------------|-------------|---------------|-------------|
| Browns Refrigeration & Equip. | 185503      | \$3,000.00    | 410         |
| Browns Refrigeration & Equip. | 185544      | 5,000.00      | 410         |
| Florida Air Specialist        | 185599      | 2,000.00      | 410         |

**FUND SOURCE:** School Food Service Fund 410

**AMOUNT:** \$10,000.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

DATE **SFS**  
8/16/13

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760

185503

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR F B11840**

**SHIP TO THIS ADDRESS**

BROWNS REFRIGERATION & EQUIPMENT CO., INC.  
P. O. BOX 5801  
Tallahassee FL 32314

SCHOOL FOOD SERVICE-SCHOOL BD OF GADSDEN CO.  
35 Martin Luther King Jr. Blvd  
Quincy FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

*Paula Milton*

*Bonnie Abbott*

*[Signature]*

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

Piggyback off: LEON COUNTY SCHOOL BOARD (Nutrition Service)

RFP No.305-2013 PM & REPAIR OF WALK IN OR REACH IN COOLERS DIST WIDE

see attached recommendation letter and cost proposal form(s) - pre-qualified vendor(s)

BLANKET PURCHASE ORDER FOR PM & REPAIRS AS NEEDED:

1

\$3,000.00

DATE RECEIVED \_\_\_\_\_ BY \_\_\_\_\_

DATE APPROVED \_\_\_\_\_ BY \_\_\_\_\_

DATE FINANCE \_\_\_\_\_ BY \_\_\_\_\_

TOTAL

\$3,000.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years. *[Signature]*

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |          |         |         | AMOUNT   | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|----------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER   | PROJECT | PROGRAM |          |                              |
| 410  | 7600     | 350    | 98040201 | 0750    | 0713    | 2,000.00 |                              |
| 410  | 7600     | 350    | 0141     | 0704    |         | 1,000.00 |                              |
|  |          |        |          |         |         |          |                              |
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DATE

SFS

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

08/23/2013

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185544

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR F B11840

BROWNS REFRIGERATION & Equipment CO., Inc.
P O Box 5801
Tallahassee FL 32314

SHIP TO THIS ADDRESS

SCHOOL FOOD SERVICE-GADSDEN CO SCHOOLS
203-A MARTIN LUTHER KING JR. BLVD.
Quincy FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

QUANTITY PRODUCT NO. DESCRIPTION UNIT PRICE TOTAL

PIGGYBACK OFF: LEON COUNTY SCHOOL BOARD (NUTRITION SERVICES)
RFP NO. 305-2013 PM & Repair of Walkin or Reach in Coolers & Freezers District Wide.

See PO #185503 of Details.

BLANKET PURCHASE ORDER FOR PM & REPAIRS AS NEEDED: additional 1 5,000.00

PAY TERMS: NET 30

- 1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. [ ] If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

Table with columns: DISTRIBUTION TO BE COMPLETED BY ORIGINATOR, TOTAL, AMOUNT, FINANCE DEPT USE EXPENDITURE. Rows include fund, function, object, center, project, program details.

**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE PURCHASE ORDER NO.

09/06/13

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

185599

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |   |
|---|---|
| <b>VENDOR</b> FF05350000  | <b>SHIP TO THIS ADDRESS</b>   |
| FLORIDA AIR SPECIALIST<br>6315-D BLOUNTSTOWN HWY.<br>TALLAHASSEE FL 32310 | SCHOOL FOOD SVC-GADSDEN CO<br>203-A MARTIN LUTHER KING JR BL<br>QUINCY FL 32351 |
| <i>fasonline@comcast.net</i>  |   |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BLANKET ORDER 2013-2014

RFPNO. PIGGYBACK: OFF LEON CO SCHLS  
 (NUTRITION SERVICES)  
 305-2013 PM & REPAIR OF WALKIN  
 OR REACH IN COOLER OR FREEZERS  
 DISTRICT WIDE AS NEEDED.  
 ATTACHD RECOMMENDATION LETTER AND  
 COST PROPOSAL

2000.00 2000.00

*illie 576-3582*

PAY TERMS: NET 30

TOTAL 2,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 2,000.00 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 410  | 7600     | 350    | 9004   | 0750    |         | 2000.00  |                              |
|  |          |        |        |         |         |          |                              |
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|  |          |        |        |         |         |          |                              |

**VENDOR**



**Cost Proposal Form**

**RFP No. 305-2013 Preventive Maintenance and Repair of Walk-in and Reach-in Coolers and Freezers District Wide**

**Vendor Acknowledgment and Approval**

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the School Board of Leon County for the purposes as proposed and as described herein. Please print below and sign where required.

Chris Williamson VP [Signature] 05/14/2012  
 Authorized Representative's Name/Title Authorized Representative's Signature Date

Florida Air Specialists, Inc. 850-576-3582 850-575-3934  
 Company's Name Telephone Number FAX Number

6315 Blountstown Hwy Tallahassee FL 32310  
 Address City State Zip Code

same same same  
 Area Representative Telephone Number FAX Number

| Description  | Cost Proposal          |
|--|------------------------|
| <b>I. Labor:</b>   |                        |
| 1. Labor Only - rate for repairs and service calls DURING normal business hours Monday through Friday 7:30 a.m. - 5:30 p.m.                        | \$ <u>70.00</u> /hour  |
| 2. Labor Only - rate for repairs and service calls AFTER normal business hours Monday through Friday 5:30 p.m. - 7:30 a.m., weekends and holidays. | \$ <u>105.00</u> /hour |
| 3. Handling/Recovery/Transition of Refrigerant   | \$ <u>6.00</u> /lb     |
| <b>II. Materials: Invoiced cost plus percentage markup</b>   |                        |
| 1. 0 - \$100.00 materials cost   | <u>75</u> % markup     |
| 2. \$100.00 - \$500.00 materials cost  | <u>50</u> % markup     |
| 3. \$500.00 - \$1,000.00 materials cost  | <u>40</u> % markup     |
| 4. \$1,000.00 - \$15,000.00 materials cost (Materials purchased by contractor cannot exceed \$15,000.00 per project)                               | <u>35</u> % markup     |

ADDENDA ACKNOWLEDGMENT: The undersigned also acknowledges the receipt of the following Addenda:

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_ ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_  
 ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_ ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8i

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Purchase Order for Renewal of Accelerated Reader

**DIVISION:** K-12 Instruction

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase order to renew the licenses for Accelerated Reader for 2013-2014 to be paid from the Reading Plan:

| <u>Vendor</u>              | <u>PO #</u> | <u>Amount</u> | <u>Fund</u>        |
|----------------------------|-------------|---------------|--------------------|
| Renaissance Learning, Inc. | 185528      | \$48,621.20   | 110 – General Fund |

**FUND SOURCE:** General Fund 110 Fund

**AMOUNT:** \$48,621.20 General Fund

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/23/13

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

185528

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |   |
|---|---|
| <b>VENDOR</b> VR03810000  | <b>SHIP TO THIS ADDRESS</b>   |
| RENAISSANCE LEARNING, INC.<br>P O BOX 8036<br>WIS RAPIDS WI 544958036 | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: SARAH KNIGHT

|   |  |   |          |          |
|---|--|---|----------|----------|
| 1 |  | ACCELERATED READER RENEWAL<br>SEE ATTACHED QUOTE #1098080<br>SEE <u>SOLE SOURCE DOCUMENTATION</u><br>ATTACHED | 48621.20 | 48621.20 |
|---|--|---|----------|----------|

PAY TERMS: NET 30 TOTAL 48,621.20

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |     | TOTAL PROGRAM | 48,621.20 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|-----|---------------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |     |               |                  |                              |
| 110  | 5100     | 360    | 0151   | 1105370 | 101 | 2837.10       |                  |                              |
| 110  | 5100     | 360    | 0101   | 1105370 | 101 | 2175.30       |                  |                              |
| 110  | 5100     | 360    | 0231   | 1105370 | 102 | 2847.25       |                  |                              |
| 110  | 5100     | 360    | 0041   | 1105370 | 101 | 6135.55       |                  |                              |
| 110  | 5100     | 360    | 0141   | 1105370 | 101 | 3795.05       |                  |                              |
| 110  | 5100     | 360    | 0171   | 1105370 | 101 | 3337.80       |                  |                              |
| 110  | 5100     | 360    | 0091   | 1105370 | 101 | 5019.55       |                  |                              |
| 110  | 5100     | 360    | 0061   | 1105370 | 102 | 1917.25       |                  |                              |
| 110  | 5100     | 360    | 0211   | 1105370 | 102 | 4808.00       |                  |                              |
| 110  | 5100     | 360    | 0191   | 1105370 | 101 | 3609.05       |                  |                              |
| 110  | 5100     | 360    | 0201   | 1105370 | 101 | 5283.05       |                  |                              |
| 110  | 5100     | 360    | 0051   | 1105370 | 102 | 4056.25       |                  |                              |
| 110  | 5100     | 360    | 0041   | 1105370 | 100 | 2800.00       |                  |                              |

VENDOR

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8j

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Purchase Orders for Student Assessment Tools

**DIVISION:** Districtwide

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the following purchase orders to provide for the tracking of student assessment data for the 2013-2014 school year:

| <u>Vendor</u>    | <u>PO #</u> | <u>Amount</u> | <u>Fund</u>      |
|------------------|-------------|---------------|------------------|
| Write Score, LLC | 185556      | \$30,564.37   | 420 Title I      |
| Write Score, LLC | 185558      | 939.59        | 110 General Fund |
| Write Score, LLC | 185578      | 17,860.30     | 110 General Fund |

**FUND SOURCE:** Federal Projects 420 Fund and General Fund 110 Fund

**AMOUNT:** \$30,564.37 Title I and \$18,799.89 General Fund

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business and Finance

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/28/13

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

185556

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> VW13250000                                  | <b>SHIP TO THIS ADDRESS</b>  |
| WRITE SCORE, LLC.<br>350 ENGLENOOK DR,<br>DEBARY FL 32713 | FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

*Sam*  
*Palapud:*

ATTN: ROSE RAYNAK/DM

|   |       |   |          |          |
|---|-------|---|----------|----------|
| 1 | WHAT: | SOLE SOURCE VENDOR TRACKING ON STDNT ASSMNT DATA & SCANNED ESSAYS. THIS WILL ALLOW TEACHERS THE ABILITY TO TRACK A STUDENT'S PERFORMANCE FROM YEAR TO YEAR AS WELL AS REVIEW PAST WRITTEN ESSAYS. ADJUSTS TO STATE SCORING GUIDELINES TO THE COMMON CORE STANDARDS. | 30564.37 | 30564.37 |
|---|-------|---|----------|----------|

PAY TERMS: NET 30

TOTAL 30,564.37

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL PROGRAM | 30,564.37 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|---------------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM |               |                  |                              |
| 420  | 5100     | 360    | 0201   | 4221240 | 100     | 4058.40       |                  |                              |
| 420  | 5100     | 360    | 0141   | 4221240 | 100     | 2660.86       |                  |                              |
| 420  | 5100     | 360    | 0091   | 4221240 | 100     | 3000.38       |                  |                              |
| 420  | 5100     | 360    | 0061   | 4221240 | 102     | 1302.80       |                  |                              |
| 420  | 5100     | 360    | 0041   | 4221240 | 100     | 4011.03       |                  |                              |
| 420  | 5100     | 360    | 0191   | 4221240 | 100     | 1847.60       |                  |                              |
| 420  | 5100     | 360    | 0171   | 4221240 | 100     | 1823.91       |                  |                              |
| 420  | 5100     | 360    | 0211   | 4221240 | 102     | 4121.57       |                  |                              |
| 420  | 5100     | 360    | 0231   | 4221240 | 100     | 710.62        |                  |                              |
| 420  | 5100     | 360    | 0051   | 4221240 | 100     | 2384.51       |                  |                              |
| 420  | 5100     | 360    | 0071   | 4221240 | 100     | 3363.58       |                  |                              |
| 420  | 5100     | 360    | 0151   | 4221240 | 100     | 1279.11       |                  |                              |

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/28/13

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

185558

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** VW13250000

**SHIP TO THIS ADDRESS**

WRITE SCORE, LLC.  
 350 ENGLENOOK DR,  
 DEBARY FL 32713

FED PRGMS-SCHOOL BOARD GADSDEN  
 35 MARTIN LUTHER KING JR BLVD  
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

*SAM ✓*  
*bl Apid:*

ATTN: ROSE RAYNAK/DM

1

WHAT:

SOLE SOURCE VENDOR  
 TRACKING ON STDNT ASSMNT DATA  
 & SCANNED ESSAYS. THIS WILL  
 ALLOW TEACHERS THE ABILITY TO  
 TRACK A STUDENT'S PERFORMANCE  
 FROM YEAR TO YEAR AS WELL AS  
 REVIEW PAST WRITTEN ESSAYS.  
 ADJUSTS TO STATE SCORING  
 GUIDELINES TO THE COMMON CORE  
 STANDARDS.

939.59

939.59

PAY TERMS: NET 30

TOTAL

939.59

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |                        |         | TOTAL  | 939.59 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|------------------------|---------|--------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT                | PROGRAM | AMOUNT |        |                              |
| 110  | 5100     | 360    | 0101   | <del>0999 110420</del> | 100     | 829.05 |        |                              |
| 110  | 5100     | 360    | 9106   | <del>0999 110420</del> | 100     | 110.54 |        |                              |
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# Write Score, LLC

W1325

2013-2014

350 Englenook Drive, Debarry, FL 32713  
 Toll Free: 1-866-456-0590 Fax: (386) 320-0302  
 Email: writescore@writescore.com

FOOT PRINTING

## Writing Contract Agreement

### Contact Information

School Gadsden County Schools  
 Address 35 Martin Luther King Road  
 City Quincy, FL - Florida 32351  
 District Gadsden  
 Principal \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Testing Contact \_\_\_\_\_  
 Title \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Phone/Fax \_\_\_\_\_

### Billing Information

Billing Contact \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Credit Card Number \_\_\_\_\_  
 Type: Visa      Mastercard  
 Expiration Date \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

### P.O. Number

\_\_\_\_\_

## Writing Administrations Sub Totals:

★ **Formula : # students x # months x \$ per student = Sub Total**

|                 |                |             |            |          |          |               |               |       |       |       |                    |
|-----------------|----------------|-------------|------------|----------|----------|---------------|---------------|-------|-------|-------|--------------------|
| Grade Level:    | <u>3</u>       | # Students: | <u>530</u> | # Tests: | <u>4</u> | \$ / Student: | <u>\$3.08</u> |       |       |       | <u>\$6,529.60</u>  |
| Testing Months: | Aug            | Sept        | Oct        | Nov      | Dec      | Jan           | Feb           | Mar   | Apr   | May   |                    |
| Testing Dates:  | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Essay Type:     | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Grade Level:    | <u>5</u>       | # Students: | <u>474</u> | # Tests: | <u>4</u> | \$ / Student: | <u>\$3.08</u> |       |       |       | <u>\$5,839.68</u>  |
| Testing Months: | Aug            | Sept        | Oct        | Nov      | Dec      | Jan           | Feb           | Mar   | Apr   | May   |                    |
| Testing Dates:  | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Essay Type:     | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Grade Level:    | <u>6&amp;7</u> | # Students: | <u>950</u> | # Tests: | <u>4</u> | \$ / Student: | <u>\$3.08</u> |       |       |       | <u>\$11,704.00</u> |
| Testing Months: | Aug            | Sept        | Oct        | Nov      | Dec      | Jan           | Feb           | Mar   | Apr   | May   |                    |
| Testing Dates:  | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Essay Type:     | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Grade Level:    | <u>9</u>       | # Students: | <u>392</u> | # Tests: | <u>4</u> | \$ / Student: | <u>\$3.08</u> |       |       |       | <u>\$4,829.44</u>  |
| Testing Months: | Aug            | Sept        | Oct        | Nov      | Dec      | Jan           | Feb           | Mar   | Apr   | May   |                    |
| Testing Dates:  | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |
| Essay Type:     | _____          | _____       | _____      | _____    | _____    | _____         | _____         | _____ | _____ | _____ |                    |

★ Total Program Cost \$28,902.72  
Shipping & Handling \$2,601.24

★ Testing Materials are Print on Demand

★ Contract is binding for the number of tests stated on contract when approved.

Total Invoice Amount \$31,503.96

★ Lesson Plans and Resources are copyrighted and are to be utilized only when school is under contract with Write Score.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Write Score, LLC Marielle Barrie Date: 8/21/2013

All pupil records maintained by Write Score, LLC shall be confidential as required by the individual school board.

C

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08-30-2013

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

185578

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <b>VENDOR</b> VW13250000<br>WRITE SCORE, LLC.<br>350 ENGLENOON DR.<br>DEBARY, FL 32713 | <b>SHIP TO THIS ADDRESS</b><br>FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY, FL 32351 |
|--|--|

|                            |                 |                    |
|----------------------------|-----------------|--------------------|
| PRINCIPAL / SUPERVISOR<br> | COMPTROLLER<br> | SUPERINTENDENT<br> |
|----------------------------|-----------------|--------------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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|                       |  |  |              |  |
|-----------------------|--|--|--------------|--|
| <i>SAM</i> ✓          |  | ATTN: ROSE RAYNAK/DM   |              |  |
| 1                     |  | ✓ SOLE SOURCE VENDOR   | \$ 17,860.30 |  |
| <i>Bd Apvd: _____</i> |  | TRACKIN OF STUDENT ASSESSMENT DATA &<br>SCANNED ESSAYS. THIS WILL ALLOW<br>TEACHERS THE ABILITY TO TRACK A<br>STUDENT'S PERFORMANCE FROM YEAR TO<br>YEAR AS WELL AS REVIEW PAST WRITTEN<br>ESSAYS. ADJUSTS TO STATE SCORING<br>GUIDELINES TO THE COMMON CORE<br>STANDARDS. |              |  |

TOTAL: \$17,860.30

**PAY TERMS: NET 30**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL:  | 17,860.30 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|-----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT    |                              |
| 110  | 3700     | 360    | 9001   | 1104220 |         | 17,860.30 |                              |
|  |          |        |        |         |         |           |                              |
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|  |          |        |        |         |         |           |                              |



# Write Score, LLC

350 Englenook Drive, Debary, FL 32713  
Toll Free: 1-866-456-0590 Fax: (386) 320-0302  
Email: writescore@writescore.com

2013-2014

Writing

## Writing Contract Agreement

### Contact Information

School Gadsden County Schools  
Address 35 Martin Luther King Road  
City Quincy, FL - Florida 32351  
District Gadsden  
Principal \_\_\_\_\_  
E-mail \_\_\_\_\_  
Testing Contact Caroline McKinnon  
~~Sheatika Wiggins~~  
Title Assessment Coordinator  
E-mail wiggins@gcpsmail.com  
Phone/Fax McKinnonC

### Billing Information

Billing Contact \_\_\_\_\_  
E-mail \_\_\_\_\_  
Credit Card Number \_\_\_\_\_  
Type: Visa Mastercard  
Expiration Date \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

### \*P.O. Number

\*Required to ship testing materials.

### Writing Administrations

Sub Totals:

★ Formula : # students x # months x \$ per student = Sub Total

|                 |           |             |            |           |          |               |                  |       |       |       |                   |
|-----------------|-----------|-------------|------------|-----------|----------|---------------|------------------|-------|-------|-------|-------------------|
| Grade Level:    | <u>4</u>  | # Students: | <u>590</u> | # Months: | <u>4</u> | \$ / Student: | \$ <u>\$3.08</u> |       |       |       | <u>\$7,268.80</u> |
| Testing Months: | Aug       | Sept        | Oct        | Nov       | Dec      | Jan           | Feb              | Mar   | Apr   | May   |                   |
| Testing Dates:  | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Essay Type:     | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Grade Level:    | <u>8</u>  | # Students: | <u>370</u> | # Months: | <u>4</u> | \$ / Student: | \$ <u>\$3.08</u> |       |       |       | <u>\$4,558.40</u> |
| Testing Months: | Aug       | Sept        | Oct        | Nov       | Dec      | Jan           | Feb              | Mar   | Apr   | May   |                   |
| Testing Dates:  | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Essay Type:     | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Grade Level:    | <u>10</u> | # Students: | <u>370</u> | # Months: | <u>4</u> | \$ / Student: | \$ <u>\$3.08</u> |       |       |       | <u>\$4,558.40</u> |
| Testing Months: | Aug       | Sept        | Oct        | Nov       | Dec      | Jan           | Feb              | Mar   | Apr   | May   |                   |
| Testing Dates:  | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Essay Type:     | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Grade Level:    | _____     | # Students: | _____      | # Months: | _____    | \$ / Student: | \$ _____         |       |       |       | <u>\$0.00</u>     |
| Testing Months: | Aug       | Sept        | Oct        | Nov       | Dec      | Jan           | Feb              | Mar   | Apr   | May   |                   |
| Testing Dates:  | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |
| Essay Type:     | _____     | _____       | _____      | _____     | _____    | _____         | _____            | _____ | _____ | _____ |                   |

★ Essay Types: E- Expository P- Persuasive N- Narrative

Total Program Cost \$16,385.60  
Shipping & Handling \$1,474.70

★ Testing Materials are Print on Demand

★ Contract is binding for the number of tests stated on contract when approved.

Total Invoice Amount \$17,860.30

★ Lesson Plans and Resources are copyrighted and are to be utilized only when school is under contract with Write Score.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Write Score, LLC Murielle Borrie Date: 8/12/2013

All pupil records maintained by Write Score, LLC shall be confidential as required by the individual school board.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8k

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Copiers

DIVISION: Districtwide

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders to lease copy machines districtwide for 2013-2014:

| <u>Vendor</u>  | <u>PO #</u> | <u>Amount</u> | <u>Fund</u>               |
|----------------|-------------|---------------|---------------------------|
| Konica Minolta | 185531      | \$ 6,794.54   | 420 Title I Part A        |
| Konica Minolta | 185518      | 317.40        | 110 General Fund          |
| Konica Minolta | 185521      | 791.64        | 110 General Fund          |
| Konica Minolta | 185532      | 6,794.54      | 420 Title I Parent Invol. |
| Konica Minolta | 185594      | 2,349.48      | 110 General Fund          |
| Konica Minolta | 185590      | 4,325.52      | 110 General Fund          |
| Konica Minolta | 185589      | 6,640.20      | 110 General Fund          |
| Konica Minolta | 185636      | 945.00        | 110 General Fund          |
| Konica Minolta | 185637      | 2,060.64      | 110 General Fund          |
| Konica Minolta | 185638      | 2,018.64      | 110 General Fund          |
| Konica Minolta | 185659      | 3,879.72      | 110 General Fund          |

FUND SOURCE: General Fund 110 Fund and Federal Projects 420 Fund

AMOUNT: \$23,328.24 General Fund and \$13,589.08 Title I

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/23/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185531

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** VK05050000

**SHIP TO THIS ADDRESS**

KONICA MINOLTA BUS SOL USA INC  
500 DAY HILL ROAD  
WINDSOR CT CT 06095

FED PRGMS-SCHOOL BOARD GADSDEN  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BIZHUB C284 S#A4FK011005844

|   |         |  |         |         |
|---|---------|--|---------|---------|
|   | SOFC#   | 600-000-11-1 (REPLSPD# 184342)                                 |         |         |
| 1 | LEASE   | BIZHUB C284 [6-18/36MO LEASE]                                  | 975.84  | 975.84  |
| 1 |         | DF-624 DOC FEEDER  | 142.92  | 142.92  |
| 1 |         | DK-510 STORAGE CABINET   | 19.44   | 19.44   |
| 1 |         | FS-MULTI-POS STAPLR/SORTER                                     | 162.48  | 162.48  |
| 1 |         | PK-520 2/3 HOLE PUNCH KIT                                      | 51.36   | 51.36   |
|   | ANNUAL  | LEASE (CHANGE) (BILLX1)  |         |         |
|   | QRTERLY | COST PER COPY PRGM (BILLX4)                                    |         |         |
| 1 | ALLOWNC | 75,000/YR CPC @ \$.0059CPC/BW                                  | 442.50  | 442.50  |
| 1 | ALLOWNC | 100,000/YR CPC @ \$.0500CPC/CLR                                | 5000.00 | 5000.00 |
|   | LOCATN: | MAX WALKER BLDG-TITLE 1-RM#64<br>35 MLK JR BLVD, QCY, FL 32351 |         |         |

PAY TERMS: NET 30

TOTAL 6,794.54

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 6,794.54 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM       | AMOUNT   |                              |
| 420  | 7900     | 360    | 9001   | 4221240 |               | 6794.54  |                              |
|  |          |        |        |         |               |          |                              |
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|  |          |        |        |         |               |          |                              |

**THE SCHOOL BOARD OF GADSDEN COUNTY**

**DATE**

08/19/13

**PURCHASE ORDER NO.**

185518

**35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351**

**PHONE (850) 627-9651**

**FAX (850) 627-2760**

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VK05050000

**SHIP TO THIS ADDRESS**

KONICA MINOLTA BUS SOL USA INC  
500 DAY HILL ROAD  
WINDSOR CT CT 06095

SCHL BRD GADSDEN -FINANCE DEPT  
35 MARTIN LUTHER KING JR. BLVD  
QUINCY, FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BIZHUB 363 S#A1UE011002044

|   |                         |  |        |        |
|---|-------------------------|--|--------|--------|
| 2 | SDF<br>LEASE<br>ALLOWNC | CNT#600-340-06-1 REPLPO#183062<br>BIZHUB 363 (35-36/36MO LEASE)<br>COPIES @ 20,000/MO<br>EXCESS @ \$.0150/EA | 158.70 | 317.40 |
|   | LOCATN:                 | FINANCE DEPARTMENT RM17<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY, FL 32351                                 |        |        |
|   | CONTRCT                 | ENDS: 08/20/2010--08/19/2013   |        |        |

PAY TERMS: NET 30

**TOTAL 317.40**

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 317.40 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT |                              |
| 110  | 7900     | 360    | 9001   | 1104310 |         | 317.40 |                              |
|  |          |        |        |         |         |        |                              |
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|  |          |        |        |         |         |        |                              |

**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/23/13

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

185521

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |   |
|--|---|
| <b>VENDOR</b> VK05050000   | <b>SHIP TO THIS ADDRESS</b>   |
| KONICA MINOLTA BUS SOL USA INC<br>500 DAY HILL ROAD<br>WINDSOR CT CT 06095 | MAINTENANCE DEPARTMENT<br>805 SOUTH STEWART STREET<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO.  | DESCRIPTION   | UNIT PRICE | TOTAL  |
|----------|--------------|---|------------|--------|
|          |              | BIZHUB 223 S#A1UG011102429                                      |            |        |
|          | SOFC#        | 600-000-11-1 [REPL PD#184196]                                   |            |        |
| 1        | LEASE        | BIZHUB 223 [MOS6-18/36MO LEASE                                  | 504.36     | 504.36 |
| 1        |              | DF-621 DOC FEEDER   | 117.24     | 117.24 |
| 1        |              | DK-508 CABINET  | 28.44      | 28.44  |
|          | ANNUAL MAINT | LEASE BILL X 1 YEAR = \$650.04<br>QUARTERLY CPC PRGM @ .0059CPC |            |        |
| 1        | ALLOWNC      | 24,000/YR APX 2,000/MO  | 141.60     | 141.60 |
|          | LOCATN:      | MAINTENANCE DEPT<br>805 S STEWART ST<br>QUINCY FL 32351         |            |        |
|          | CNTRX:       | 02/04/2013--02/03/2016  |            |        |

PAY TERMS: NET 30

TOTAL 791.64

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |  | TOTAL PROGRAM | 791.64 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|--|---------------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |  | AMOUNT        |        |                              |
| 110  | 7900     | 360    | 9001   | 1104310 |  | 791.64        |        |                              |
|  |          |        |        |         |  |               |        |                              |
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VENDOR

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/23/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185532

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <p><b>VENDOR</b> VK05050000</p> <p>KONICA MINOLTA BUS SOL USA INC<br/>500 DAY HILL ROAD<br/>WINDSOR CT CT 06095</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>FED PRGMS-SCHOOL BOARD GADSDEN<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY FL 32351</p> |
|---|--|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

BIZHUB C284 S#A4KF011005708

|   |         |   |         |         |
|---|---------|---|---------|---------|
| 1 | SOFC#   | 600-000-11-1 (REPLSPD#184343)                                 |         |         |
| 1 | LEASE   | BIZHUB C284 [6-18/36MOS LEASE]                                | 975.84  | 975.84  |
| 1 |         | DF-624 DOC FEEDER   | 142.92  | 142.92  |
| 1 |         | DK-510 COPY DESK  | 19.44   | 19.44   |
| 1 |         | FS-MULTI POS-STPL/FIN   | 162.48  | 162.48  |
| 1 |         | PK-520 2/3 PUNCH KIT  | 51.36   | 51.36   |
|   | ANNUAL  | LEASE (CHANGE) (BILLX1)                                       |         |         |
|   | QUARTLY | COST PER COPY PRGM (BILLX4)                                   |         |         |
| 1 | ALLOWNC | 75,000/YR CPC @ \$.0059CPC/BW                                 | 442.50  | 442.50  |
| 1 | ALLOWNC | 100,000/YR CPC @ \$.0500CPC/CLR                               | 5000.00 | 5000.00 |
|   | LOCATN: | MAX WLAKER BLDG-PARENT SVCS<br>35 MLK JR. BLVD, QCY, FL 32351 |         |         |

PAY TERMS: NET 30

**TOTAL** 6,794.54

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 6,794.54 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               | AMOUNT   |                              |
| 420  | 7900     | 360    | 9001   | 4221242 |               | 6794.54  |                              |
|  |          |        |        |         |               |          |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
09/05/13

PURCHASE ORDER NO.

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

185594

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> VK05050000<br><br>KONICA MINOLTA BUS SOL USA INC<br>500 DAY HILL ROAD<br>WINDSOR CT                      CT 06095 | <b>SHIP TO THIS ADDRESS</b><br><br>SCHL BRD GADSDEN -FINANCE DEPT<br>35 MARTIN LUTHER KING JR. BLVD<br>QUINCY,                                      FL 32351 |
|---|--|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION   | UNIT PRICE   | TOTAL           |
|----------|-------------|---|--------------|-----------------|
|          |             | NEW S#  |              |                 |
|          | SOF         | 600-000-11-1 (REPLACE 363)                                |              |                 |
| 1        | LEASE       | BIZHUB C364E (1-12/36MO LEASE)                            | 1190.28      | 1190.28         |
| 1        | -ANNUAL     | DF-701 100PG SP DUAL SCN DOCFD                            | 138.96       | 138.96          |
| 1        |             | DK-510 STORAGE CABINET                                    | 17.16        | 17.16           |
| 1        |             | FS-534 MULTI POS STPLR/SORTR                              | 143.04       | 143.04          |
| 1        |             | FK-511 FAX KIT  | 82.44        | 82.44           |
|          | MAINT       | QUARTERLY CPC PRGM  |              |                 |
| 1        | ALLOWNC     | 120,000/ANNUAL B/W @ \$.0055CPC                           | 660.00       | 660.00          |
| 1        |             | 2,400/ANNUAL CLR @ \$.0490CPC                             | 117.60       | 117.60          |
|          | LOCATN:     | WALKER BLDG-FINANCE RM#17<br>35 MLK JR BLVD, QCY FL 32351 |              |                 |
|          | PICKUP:     | S1810 S#A1UE011002044                                     |              |                 |
|          |             |   | <b>TOTAL</b> | <b>2,349.48</b> |

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 2,349.48 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                 |                              |
| 110  | 7500     | 360    | 9001   | 1104310 |               | 2349.48         |                              |
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8/30 placed help desk ticket for networking & scan to email capabilities #5220D034

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/05/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185590

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** VK05050000

**SHIP TO THIS ADDRESS**

KONICA MINOLTA BUS SOL USA INC  
500 DAY HILL ROAD  
WINDSOR CT CT 06095

GREENSBORO ELEMENTARY  
559 GREENSBORO HWY  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION   | UNIT PRICE   | TOTAL           |
|----------|-------------|---|--------------|-----------------|
|          |             | NEW 754 S# REPL-601   |              |                 |
| 1        |             | SOFCNTX #600-000-11-1 COPR/PRNT/SCANR<br>LEASE BIZHUB 754 (1-12/36MO LEASE)                   | 2472.48      | 2472.48         |
| 1        |             | FS-534 MULTI-POS STPLR/SORTR<br>LEASE BILL ANNUAL X 1   | 143.04       | 143.04          |
| 1        |             | MAINT BILL QUARTERLY CPC PRGM X 4<br>ALLOWNC 380,000/YR @ \$.0045CPC BW                       | 1710.00      | 1710.00         |
|          |             | LOCATN: GREENSBORO ELEM SCHOOL<br>559 GREENSBORO HWY (SR12)<br>QUINCY, FL 32351 IN GREENSBORO |              |                 |
|          |             | PICKUP: BIZHUB 601 S# AOPP011010243   |              |                 |
|          |             |   | <b>TOTAL</b> | <b>4,325.52</b> |

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 4,325.52 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                 |                              |
| 110  | 7900     | 360    | 0141   | 1104310 |               | 4325.52         |                              |
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**VENDOR**

# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
09/05/13

PURCHASE ORDER NO.

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

185589

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <p><b>VENDOR</b>      VK05050000</p> <p>KONICA MINOLTA BUS SOL USA INC<br/>500 DAY HILL ROAD<br/>WINDSOR CT                      CT 06095</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY                              FL 32351</p> |
|---|--|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION  | UNIT PRICE | TOTAL   |
|----------|-------------|--|------------|---------|
|          |             | NEW S#   |            |         |
|          | SQFCNT      | #600-000-11-1 (REPLACE RICOH)                                  |            |         |
| 1        | LEASE       | BIZHUB C754 CC/P/S 1-12/36MOS                                  | 2965.32    | 2965.32 |
| 1        |             | FS-534 MULTI POS STPLR/SORTR                                   | 143.04     | 143.04  |
| 1        |             | SD-511 SADDLESTITCHR (BKLETS)                                  | 111.72     | 111.72  |
| 1        |             | PK-520 2&3 HOLE PUNCH KIT                                      | 45.12      | 45.12   |
|          | LEASE       | BILL ANNUAL X 1  |            |         |
|          | MAINT       | BILL QRTL Y X 4 CPC PRGM                                       |            |         |
| 1        | ALLOWNC     | 250,000/YR CPC @ \$.0045CPC/BW                                 | 1125.00    | 1125.00 |
| 1        | ALLOWNC     | 50,000/YR CPC @ \$.0450CPC/CLR                                 | 2250.00    | 2250.00 |
|          | LOCATN:     | MEDIA/TECH -WALKER ADMN BLDG<br>35 MLK JR BLVD., QCY, FL 32351 |            |         |

PAY TERMS: NET 30

TOTAL                      6,640.20

- All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 6,640.20<br>AMOUNT | FINANCE DEPT USE<br>EXPENDITURE |
|--|----------|--------|--------|---------|---------------|--------------------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                    |                                 |
| 110  | 7900     | 360    | 9001   | 1104310 |               | 6640.20            |                                 |
|  |          |        |        |         |               |                    |                                 |
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**VENDOR**



# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
09/11/13

PURCHASE ORDER NO.  
185636

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <b>VENDOR</b> VK05050000<br><br>KONICA MINOLTA BUS SOL USA INC<br>500 DAY HILL ROAD<br>WINDSOR CT CT 06095 | <b>SHIP TO THIS ADDRESS</b><br><br>GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |
|--|--|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO.  | DESCRIPTION   | UNIT PRICE | TOTAL         |
|----------|--------------|---|------------|---------------|
|          |              | NEW BIZHUB 223 S#   |            |               |
|          | SOFC#        | 600-000-11-1  |            |               |
| 1        | LEASE        | BIZHUB 223 (1-12/36MO LEASE)                                      | 504.36     | 504.36        |
| 1        |              | DK-508 STORAGE CAB/DOC DESK                                       | 28.44      | 28.44         |
| 1        |              | DF-621 DOC FEEDER   | 117.24     | 117.24        |
| 1        |              | FS-527 STAPLR/FINSHR  | 153.36     | 153.36        |
|          | ANNUAL MAINT | LEASE BILL X1 PER YEAR =803.40<br>QUARTERLY CPC PRGM @ \$.2259CPC |            |               |
| 1        | ALLOWNC      | 24,000/YR APX 2,000/MO  | 141.60     | 141.60        |
|          | LOCATN:      | TRANSPORTATION DEPT<br>749 S STEWART ST<br>QUINCY FL 32351        |            |               |
|          | CNTRXL       | 10/2013--09/2016  |            |               |
|          |              | <b>TOTAL</b>  |            | <b>945.00</b> |

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL  | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT |                              |
| 110  | 7900     | 360    | 9001   | 1104310 |         | 945.00 |                              |
|  |          |        |        |         |         |        |                              |
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THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
09/11/13

PURCHASE ORDER NO.  
185637

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|                                |            |                               |
|--------------------------------|------------|-------------------------------|
| <b>VENDOR</b>                  | VK05050000 | <b>SHIP TO THIS ADDRESS</b>   |
| KONICA MINOLTA BUS SOL USA INC |            | GADSDEN COUNTY PUBLIC SCHOOLS |
| 500 DAY HILL ROAD              |            | 35 MARTIN LUTHER KING JR BLVD |
| WINDSOR CT CT 06095            |            | QUINCY FL 32351               |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO.  | DESCRIPTION   | UNIT PRICE   | TOTAL           |
|----------|--------------|---|--------------|-----------------|
|          |              | NEW BIZHUB C224E S#   |              |                 |
| 1        | SOFC#        | 600-000-11-1 CLR CPR/SCN/PRNT   |              |                 |
| 1        | LEASE        | BIZHUB C224E (1-12/36MO LEASE)  | 874.20       | 874.20          |
| 1        |              | DF-624 DOC FEEDER   | 142.92       | 142.92          |
| 1        |              | DK-510 STORAGE CAB  | 19.44        | 19.44           |
| 1        |              | FS-534 STAPLER/SORTER   | 162.48       | 162.48          |
|          | ANNUAL MAINT | LEASE BILL X 1 YEAR = \$1199.04   |              |                 |
|          | ALLOWNC      | BILL QUARTERLY CPC PRGM   |              |                 |
| 1        |              | 24,000/YR2,000/MO BW @.0059CPC  | 141.60       | 141.60          |
| 1        |              | 14,400/YR1,200/MO CL @.0500CPC  | 720.00       | 720.00          |
|          | LOCATN:      | GREENSBORO ELEM SCHOOL<br>559 GREENSBORO HWY (SR12)<br>QUINCY FL 32351..IN GREENSBORO |              |                 |
|          |              |   | <b>TOTAL</b> | <b>2,060.64</b> |

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR             |          |        |        |         |         | TOTAL   | 2,060.64 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|---------|----------|------------------------------|
| FUND   | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |          |                              |
| 110  | 7900     | 360    | 0141   | 1104310 |         | 2060.64 |          |                              |
| <i>9/12 placed HD ticket for networking # 5231DD83</i> |          |        |        |         |         |         |          |                              |

**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE  
09/11/13

PURCHASE ORDER NO.  
185638

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |   |
|---|---|
| <p><b>VENDOR</b> VK05050000</p> <p>KONICA MINOLTA BUS SOL USA INC<br/>500 DAY HILL ROAD<br/>WINDSOR CT CT 06095</p> | <p><b>SHIP TO THIS ADDRESS</b></p> <p>GADSDEN COUNTY PUBLIC SCHOOLS<br/>35 MARTIN LUTHER KING JR BLVD<br/>QUINCY FL 32351</p> |
|---|---|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO.  | DESCRIPTION   | UNIT PRICE   | TOTAL           |
|----------|--------------|---|--------------|-----------------|
|          |              | BIZHUB C224 S#A4FM011004502                                   |              |                 |
|          | SOFC#        | 600-000-11-1 (REPL PD#183569)                                 |              |                 |
| 1        | LEASE        | BIZHUB C224 (9-21/36MO LEASE)                                 | 832.20       | 832.20          |
| 1        |              | DK-510 COPY DESK  | 19.44        | 19.44           |
| 1        |              | DF-624 DOC FEEDER   | 142.92       | 142.92          |
| 1        |              | FS-534 50SH STPLR/FINSHR                                      | 162.48       | 162.48          |
|          | ANNUAL MAINT | LEASE-INV#225249622 PAY:092013<br>QUARTERLY CPC PRGM BILL X 4 |              |                 |
| 1        | ALLOWNC      | 24,000/YR 2000/MO BW @.0059CPC                                | 141.60       | 141.60          |
| 1        | ALLOWNC      | 14,400/YR 1200/MO CLR@ 0500CPC                                | 720.00       | 720.00          |
|          | LOCATN:      | HAVANA ELEM SCHL<br>705 US27 S, HAVANA FL 32324               |              |                 |
|          | CNTRACT      | 10/10/2012---10/09/2015                                       |              |                 |
|          |              |   | <b>TOTAL</b> | <b>2,018.64</b> |

PAY TERMS: NET 30

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- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |         | TOTAL   | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|---------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT  |                              |
| 110  | 7900     | 360    | 0091   | 1104310 |         | 2018.64 |                              |
|  |          |        |        |         |         |         |                              |
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**VENDOR**

**THE SCHOOL BOARD OF GADSDEN COUNTY**

**DATE**  
09/13/13

**PURCHASE ORDER NO.**  
185659

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |   |
|--|---|
| <b>VENDOR</b> VK05050000   | <b>SHIP TO THIS ADDRESS</b>   |
| KONICA MINOLTA BUS SOL USA INC<br>500 DAY HILL ROAD<br>WINDSOR CT CT 06095 | GADSDEN COUNTY PUBLIC SCHOOLS<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION                     | UNIT PRICE | TOTAL           |
|----------|-------------|---------------------------------|------------|-----------------|
|          |             | NEW BIZHUB C454E S#             |            |                 |
|          | SOFC#       | 600-000-00-1 (1-12/36MO LEASE)  |            |                 |
| 1        | LEASE       | BIZHUB C454E COLOR COPIER       | 1881.72    | 1881.72         |
| 1        |             | DF-701 DOC FEEDER               | 108.12     | 108.12          |
| 1        |             | PC-410 LARGE CAP. DRAWER        | 143.04     | 143.04          |
| 1        |             | FS-534 MULTI POS STAPLR/SORTR   | 45.12      | 45.12           |
| 1        |             | SD-511 SADDLE STITR/BLKT MKER   | 111.72     | 111.72          |
|          | LEASE       | BILL X 1 PER YEAR               |            |                 |
|          | MAINT       | QUARTERLY COPIES-CPC PRGM       |            |                 |
| 1        | ALLOWNC     | 60,000/YR5,000/MO BW@\$.0055CPC | 330.00     | 330.00          |
| 1        | ALLOWNC     | 30,000/YR2,500/MO CL@\$.0420CPC | 1260.00    | 1260.00         |
|          | LOCATN:     | ADMN-OUTSIDE C ELLISON'S OFFIC  |            |                 |
|          | PICKUP      | B1035/S#A1UD011003629           |            |                 |
|          |             | <b>TOTAL</b>                    |            | <b>3,879.72</b> |

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 3,879.72 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|----------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT   |                              |
| 110  | 7900     | 360    | 9001   | 1109990 |         | 3879.72  |                              |
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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 81

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Office Supplies

DIVISION: Districtwide

PURPOSE AND SUMMARY OF ITEMS: The following office and educational consumables will be purchased from the State of Florida Contract: #618-000-11-1 10/18/10 – 10/17/13

Board approval is requested for the following purchase orders:

| <u>Vendor</u> | <u>PO #</u> | <u>Amount</u> | <u>Fund</u>                  |
|---------------|-------------|---------------|------------------------------|
| Office Depot  | 185615      | \$ 1,474.76   | 420 Title I SIG              |
| Office Depot  | 185545      | \$ 1,105.56   | 110                          |
| Office Depot  | 185543      | \$ 275.06     | 110                          |
| Office Depot  | 185542      | \$ 54.74      | 110                          |
| Office Depot  | 185541      | \$ 600.04     | 110                          |
| Office Depot  | 185540      | \$ 446.47     | 110                          |
| Office Depot  | 185535      | \$ 254.16     | 420 21 <sup>st</sup> Century |
| Office Depot  | 185539      | \$ 580.87     | 110                          |
| Office Depot  | 185519      | \$ 362.26     | 420 Head Start               |
| Office Depot  | 185576      | \$ 1,000.00   | 420 Head Start               |

FUND SOURCE: General Fund and Federal Projects Fund

AMOUNT: General Fund \$3,062.74 and Federal Projects \$3,091.18

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/09/13

185615

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

Table with 2 columns: VENDOR (V001030000) and SHIP TO THIS ADDRESS. Vendor address: OFFICE DEPOT BSD#27671324, 2200 OLD GERMANTOWN RD, DEL RAY BEACH FL 33345. Ship to address: FED PRGMS-SCHOOL BOARD GADSDEN, 35 MARTIN LUTHER KING JR BLVD, QUINCY FL 32351.

Table with 3 columns: PRINCIPAL / SUPERVISOR, COMPTROLLER, SUPERINTENDENT.

Table header for purchase order items: QUANTITY, PRODUCT NO., DESCRIPTION, UNIT PRICE, TOTAL.

ATTN: ROSE RAYNAK /DM

Table row for item 1: SOF: OFFICE & EDUCATIONAL CONSUMABLES: 618-000-11-1, WHAT: MATERIALS AND SUPPLIES FOR EDUCATION TRANSFORMATION OFFICE, UNIT PRICE 1474.76, TOTAL 1474.76.

PAY TERMS: NET 30 TOTAL 1,474.76

- 1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2. [ ] If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations...

Table with 7 columns: DISTRIBUTION TO BE COMPLETED BY ORIGINATOR (FUND, FUNCTION, OBJECT, CENTER, PROJECT, TOTAL PROGRAM), AMOUNT (1,474.76), FINANCE DEPT USE EXPENDITURE.

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

8/28/13

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

185545

FL SALES TAX EXEMPT CERTIFICATE 8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b><br>DEPOT BSD#27671324<br>2200 OLD GERMANTOWN RD | <b>SHIP TO THIS ADDRESS</b><br>THE SCHOOL<br>200 PROVIDENCE ROAD |
| DEL RAY BEACH FL 33345  | QUINCY FL 32351  |

|                        |             |                |
|------------------------|-------------|----------------|
| 08/28/13               | 185545      | 185545         |
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |

| QUANTITY | PRODUCT NO. | DESCRIPTION                    | UNIT PRICE | TOTAL  |
|----------|-------------|--------------------------------|------------|--------|
|          |             | IDA WALKER                     |            |        |
| 375      | 235408      | 1 1/2" RINGS BLACK BINDERS     | 2.29       | 858.75 |
| 3        | 986592      | BROTHER TN-580 TONER CARTRIDGE | 82.27      | 246.81 |

PAY TERMS: NET 30

TOTAL 1,105.56

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |     | TOTAL PROGRAM | 1,105.56 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|-----|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |     |               |                 |                              |
| 110  | 5100     | 510    | 0051   | 1108050 | 100 | 1105.56       |                 |                              |
|  |          |        |        |         |     |               |                 |                              |
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VENDOR

**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE

PURCHASE ORDER NO.

08/23/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185543

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**      V001030000

**SHIP TO THIS ADDRESS**

OFFICE DEPOT BSD#27671324  
2200 OLD GERMANTOWN RD  
DEL RAY BEACH              FL 33345

HEAD START/PK SB GADSDEN CO  
500 WEST KING ST  
QUINCY                              FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION   | UNIT PRICE | TOTAL  |
|----------|-------------|---|------------|--------|
| 1        |             | ATTENTION:    KECIA HILLS<br><br>PLEASE SEE ATTACHED LIST | 275.06     | 275.06 |

PAY TERMS: NET 30

TOTAL              275.06

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 275.06 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | AMOUNT        | 275.06 |                              |
| 110  | 5500     | 510    | 9026   | 1105610 |               |        |                              |
|  |          |        |        |         |               |        |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE

08/23/13

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

185542

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |   |
|--|---|
| <p><b>VENDOR</b>      V001030000</p> <p>OFFICE DEPOT BSD#27671324<br/>                 2200 OLD GERMANTOWN RD<br/>                 DEL RAY BEACH      FL 33345</p> | <p style="text-align: center;"><b>SHIP TO THIS ADDRESS</b></p> <p>HEAD START/PK SB GADSDEN CO<br/>                 500 WEST KING ST<br/>                 QUINCY      FL 32351</p> |
|--|---|

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
|----------|-------------|-------------|------------|-------|

ATTN: SUZANNE SPIVEY

|   |  |                          |       |       |
|---|--|--------------------------|-------|-------|
| 1 |  | PLEASE SEE ATTACHED LIST | 54.74 | 54.74 |
|---|--|--------------------------|-------|-------|

PAY TERMS: NET 30

TOTAL      54.74

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |        |                              |
| 110  | 5500     | 510    | 9026   | 1105610 |               | 54.74  |                              |
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**VENDOR**

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE  
08/23/13

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

185541

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> V001030000  | <b>SHIP TO THIS ADDRESS</b>  |
| OFFICE DEPOT BSD#27671324<br>2200 OLD GERMANTOWN RD<br>DEL RAY BEACH FL 33345 | HEAD START/PK SB GADSDEN CO<br>500 WEST KING ST<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: CYNTHIA RILEY

|   |  |                          |        |        |
|---|--|--------------------------|--------|--------|
| 1 |  | PLEASE SEE ATTACHED LIST | 600.04 | 600.04 |
|---|--|--------------------------|--------|--------|

PAY TERMS: NET 30

TOTAL 600.04

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 600.04<br>AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|------------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                  |                              |
| 110  | 5500     | 510    | 9026   | 1105610 |               | 600.04           |                              |
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**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE

PURCHASE ORDER NO.

08/23/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185540

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** V001030000

**SHIP TO THIS ADDRESS**

OFFICE DEPOT BSD#27671324  
2200 OLD GERMANTOWN RD  
DEL RAY BEACH FL 33345

HEAD START/PK SB GADSDEN CO  
500 WEST KING ST  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: SHARON GAINOUS

|   |  |                          |        |        |
|---|--|--------------------------|--------|--------|
| 1 |  | PLEASE SEE ATTACHED LIST | 446.47 | 446.47 |
|---|--|--------------------------|--------|--------|

PAY TERMS: NET 30

TOTAL 446.47

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |  | TOTAL PROGRAM | 446.47 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|--|---------------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |  | AMOUNT        |        |                              |
| 110  | 5500     | 510    | 9026   | 1105310 |  | 446.47        |        |                              |
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DATE

PURCHASE ORDER NO.

08/23/13

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

185535

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> V001030000  | <b>SHIP TO THIS ADDRESS</b>  |
| OFFICE DEPOT BSD#27671324<br>2200 OLD GERMANTOWN RD<br>DEL RAY BEACH FL 33345 | FED PRGMS-SCHOOL BOARD GADSDEN<br>35 MARTIN LUTHER KING JR BLVD<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: ROSE RAYNAK/DM

|   |  |   |        |        |
|---|--|---|--------|--------|
| 1 |  | SOF: OFFICE & EDUCATIONAL<br>CONSUMABLES 618-000-11-1<br>WHAT: SUPPLIES FOR GREAT CENTERS AT<br>GREENSBORO ELEMENTARY AND<br>EAST GADSDEN HIGH SCHOOL<br>ITEMS: PAINT, MARKERS, PENCILS,<br>HIGHLIGHTERS, RAILROAD BOARD,<br>PENS, EXPO MARKERS | 254.16 | 254.16 |
|---|--|---|--------|--------|

PAY TERMS: NET 30

TOTAL 254.16

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 254.16<br>AMOUNT | FINANCE DEPT USE<br>EXPENDITURE |
|--|----------|--------|--------|---------|---------------|------------------|---------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                  |                                 |
| 420  | 5900     | 510    | 0071   | 4224442 |               | 127.08           |                                 |
| 420  | 5900     | 510    | 0141   | 4224442 |               | 127.08           |                                 |
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VENDOR

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/23/13

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

185539

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR** VD01030000

**SHIP TO THIS ADDRESS**

OFFICE DEPOT BSD#27671324  
 2200 OLD GERMANTOWN RD  
 DEL RAY BEACH FL 33345

HEAD START/PK SB GADSDEN CO  
 500 WEST KING ST  
 QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: CYNTHIA RILEY

|   |  |                          |        |        |
|---|--|--------------------------|--------|--------|
| 1 |  | PLEASE SEE ATTACHED LIST | 580.87 | 580.87 |
|---|--|--------------------------|--------|--------|

PAY TERMS: NET 30

TOTAL 580.87

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         |  | TOTAL PROGRAM | 580.87 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|--|---------------|---------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |  |               |               |                              |
| 110  | 5500     | 510    | 9026   | 1105610 |  | 580.87        |               |                              |
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# THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/19/13

PURCHASE ORDER NO.  
185519

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|  |  |
|--|--|
| <b>VENDOR</b> V001030000<br><br>OFFICE DEPOT BSD#27671324<br>2200 OLD GERMANTOWN RD<br>DEL RAY BEACH      FL 33345 | <b>SHIP TO THIS ADDRESS</b><br><br>HEAD START/PK SB GADSDEN CO<br>500 WEST KING ST<br>QUINCY      FL 32351 |
|--|--|

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| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-------------|-------------|------------|-------|
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ATTN: GLORIA MCPHERSON

PLEASE SEE ATTACHED LIST  
CLASSROOM SUPPLIES FOR  
MIDWAY HEADSTART

1

362.26      362.26

TOTAL      362.26

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL   | 362.26 | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------|--------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT | PROGRAM | AMOUNT |                              |
| 420  | 5500     | 510    | 9026   | 4210958 |         | 362.26 |                              |
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THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

08/28/13

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

185576

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

|   |  |
|---|--|
| <b>VENDOR</b> V001030000  | <b>SHIP TO THIS ADDRESS</b>  |
| OFFICE DEPOT BSD#27671324<br>2200 OLD GERMANTOWN RD<br>DEL RAY BEACH FL 33345 | HEAD START/PK SB GADSDEN CO<br>500 WEST KING ST<br>QUINCY FL 32351 |

|                        |             |                |
|------------------------|-------------|----------------|
| PRINCIPAL / SUPERVISOR | COMPTROLLER | SUPERINTENDENT |
|------------------------|-------------|----------------|

| QUANTITY | PRODUCT NO. | DESCRIPTION  | UNIT PRICE | TOTAL   |
|----------|-------------|--|------------|---------|
| 1        |             | SOF CONTRACT #618-000-11-1<br>OFFICE AND EDUCATIONAL<br>CONSUMABLES 10/18-10/17/13<br>OFFICE SUPPLIES FOR 13-14 SY | 1000.00    | 1000.00 |

PAY TERMS: NET 30

TOTAL 1,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
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| DISTRIBUTION TO BE COMPLETED BY ORIGINATOR |          |        |        |         | TOTAL PROGRAM | 1,000.00 AMOUNT | FINANCE DEPT USE EXPENDITURE |
|--|----------|--------|--------|---------|---------------|-----------------|------------------------------|
| FUND                                       | FUNCTION | OBJECT | CENTER | PROJECT |               |                 |                              |
| 420  | 6100     | 510    | 9026   | 4210958 |               | 1000.00         |                              |
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*RuEmeter*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 8m

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEM:** Contracted Service for Dual Enrollment Program

**DIVISION:** K-12 Education

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

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

Board approval is requested for the attached contract:

| <u>Vendor</u>   | <u>Amount</u> | <u>Fund</u> |
|-----------------|---------------|-------------|
| Geraldine Black | \$21,297.60   | 110         |

**FUND SOURCE:** General Fund

**AMOUNT:** \$21,297.60

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

**POSITION:** K-12 Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ 1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

CHAIRMAN'S SIGNATURE: page(s) numbered 4 \_\_\_\_\_

2012 SEP 17 PM 2:00  
GARDNER SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT



**School Board of Gadsden County, Florida**  
**CONTRACTUAL AGREEMENT**  
**Fiscal Year: 2013-2014**

This contractual agreement is made between the School Board of Gadsden County, Florida, a school district, referred to as the “Recipient”, organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and Geraldine Black of 1782 Shady Rest Road, Havana, Florida 32333, herein referred to as “Contractor or Sub-recipient”. The contractual agreement will establish uniform administrative requirements for the Contractor or Sub-recipient and the School Broad of Gadsden County.

NOW, THEREFORE, the parties agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR**

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in Article2 – Scope of Services, set forth below. The CONTRACTOR understands and agrees that all services contracted are to be performed solely by the CONTRACTOR and may not be subcontracted for or assigned without the prior written consent of the RECIPIENT.

**ARTICLE 2. SCOPE OF SERVICES**

The Contractor will:

1. Provide daily supervisory insight for students and TCC faculty members.
  - a. Monitor student behavior in lunchroom from 7:00 a.m. – 7:30 a.m.
  - b. Assist students with homeroom expectations and academic requirements (7:35 a.m. – 8:00 a.m.)
  - c. Supervise study hall (8:05 a.m. – 8:25 a.m. / 10:20 a.m. – 11:10 a.m.)
  - d. Monitor students in the computer lab during distant learning allocated time (8:30 a.m. – 10:15 a.m.)
  - e. Submit requested materials to TCC, East Gadsden High, and West Gadsden High
  - f. Coordinate and accompany students on applicable field trips to TCC’s campus
  - g. Assist with the ordering and distribution/collection of college-level textbooks
  - h. Monitor dual enrolled students when other assessments such as FCAT, EOC, etc. are being administered
  - i. Assume the responsibility of proctoring mid-term and final online exams
  
2. Report any irresolvable problems to the appropriate administrator for assistance.

**ARTICLE 3. DURATION OF AGREEMENT**

(a). This AGREEMENT shall begin on August 19, 2013 and end June 30, 2014. As required by law, this AGREEMENT shall be subject to review.

(b). CONTRACTOR shall begin performing the contract on August 19, 2013 and finish the project on or before June 30, 2014.

**ARTICLE 4. DEFINITIONS**

| <b>Term</b>                    | <b>Definition</b>  |
|--------------------------------|--|
| <b>Advance</b>                 | means a payment made by Treasury check or other appropriate payment mechanism to a contractor or sub-recipient upon its request either before outlays are made by the contractor or through the use of predetermined payment schedules.  |
| <b>Award</b>                   | means financial assistance that provides support or stimulation to accomplish a public purpose.  |
| <b>Contract</b>                | means a procurement contract under an award or sub-award, and a procurement sub-contract under a recipient’s or sub-recipient’s contract. A contract shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the federal government and/or organization receiving financial assistance. .   |
| <b>Date of Completion</b>      | means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.  |
| <b>Project costs</b>           | means all allowable costs, as established in the applicable Federal cost principles, incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.  |
| <b>Project period</b>          | means the period established in the award document during which Federal sponsorship begins and ends.   |
| <b>Recipient</b>               | means an organization receiving financial assistance directly from the Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.   |
| <b>Sub-recipient</b>           | means the legal entity to which a sub-award is made and which is accountable to the recipient for the use of the funds provided.   |
| <b>Sub-award</b>               | means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of “award”. |
| <b>Termination</b>             | means the cancellation of award, in whole or in part, under an agreement at any time prior to the date of completion.  |
| <b>Working Capital Advance</b> | means a procedure whereby funds are advanced to the recipient to cover its estimated disbursement needs for a given initial period.  |

Source: Office of the Secretary, US Department of Education

**ARTICLE 5. PAYMENT**

(a). RECIPIENT shall pay the CONTRACTOR upon the receipt of a monthly invoice from the CONTRACTOR that includes all activities and services provided with signatures of verification from each work site.

(b). The CONTRACTOR shall not pledge the RECIPIENT’S credit or make the RECIPIENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(c) The total cost of the AGREEMENT is as follows:

**Hourly rate of \$26.83 pursuant to the GCCTA contract**

**ARTICLE 6. PUBLIC RECORDS**

Where applicable, documents prepared pursuant to this AGREEMENT may be subject to Florida’s Public Records Law. Refusal of the CONTRACTOR to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.

**ARTICLE 7. ACCESS AND RETENTION OF RECORDS**

The RECIPIENT shall have access to all CONTRACTOR’S records that are directly pertinent to this AGREEMENT.

**ARTICLE 8. TERMINATION OF AGREEMENT**

The parties hereto contemplate this contract to run for the duration of the stated period subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice

**ARTICLE 9. PERSONNEL AND LEVEL 2 SECURITY CLEARANCE**

Pursuant to Florida Statute **1012.465 Background screening requirements for certain noninstructional school district employees and contractors.**--(1) Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

CONTRACTOR agrees to abide by the Level 2 security clearance requirements above.

The CONTRACTOR will work cooperatively with all district employees.

**ARTICLE 10. AMENDMENTS**

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

**ARTICLE 11. INDEPENDENT CONTRACTOR**

The CONTRACTOR is an independent contractor and not an employee or agent of the RECIPIENT. CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act defined in Article 9.

**ARTICLE 12. NONDISCRIMINATION AND COMPLIANCE**

The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, gender, national origin, or age in the performance of work.

**ARTICLE 13. ADMINISTRATION OF AGREEMENT**

(a) The RECIPIENT’S contract administrator and contact is Director of K-12 or his/her designee.

(b) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.

(c) This contract shall be governed by and construed under the laws of the State of Florida.

**ARTICLE 15. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

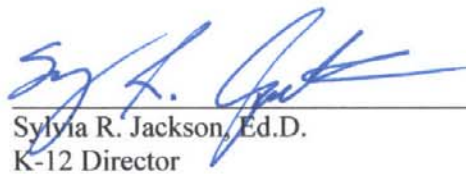
This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

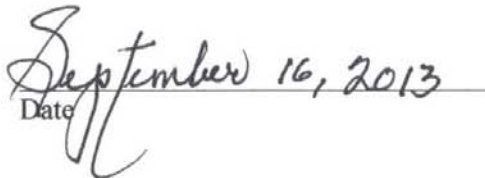
**ARTICLE 16. ENFORCEMENT**

Jurisdiction for enforcement of this agreement shall lie in the courts of Gadsden County, Florida. Any action by a party for enforcement of this agreement shall be maintained in Gadsden County.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Geraldine Black have executed this AGREEMENT.

  
Geraldine Black

  
Sylvia R. Jackson, Ed.D.  
K-12 Director

  
Date

  
Date

\_\_\_\_\_  
Isaac Simmons, Chairperson  
School Board of Gadsden County

Board Approved: \_\_\_\_\_

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8n

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEMS:** Participation in Panhandle Area Educational Consortium

**DIVISION:** Districtwide

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the annual renewal of the agreement to participate in the Panhandle Area Educational Consortium.

**FUND SOURCE:** General Fund

**AMOUNT:** \$20,201.87

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



**GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT  
RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION**

A resolution of **THE DISTRICT SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, hereinafter referred to as District School Board, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, fiscal agent for **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)** and **THE DISTRICT SCHOOL BOARD**, for the rendering of services and benefits described in this resolution.

**WHEREAS, THE DISTRICT SCHOOL BOARD**, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the educational system and the school children of the school district, and

**WHEREAS**, the following PAEC member and participating districts Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Nassau, Suwannee, Taylor, Wakulla, Walton, Washington counties hereby agree to participate in the Gateway Educational Computing Consultants Project, and

**WHEREAS**, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as approved by the Board of Directors of PAEC as extended to include all the superintendents of districts participating in the Gateway Project.

**I. SERVICES TO DISTRICTS.** The general services to be provided by Gateway are:

- A. Contracting for software updates, maintenance, and technical assistance.
- B. Application of software updates implemented at Northwest Regional Data Center.
- C. Training of district personnel with regard to:
  1. Initial and continuing implementation of system
  2. Operational changes required by software updates
  3. Operational changes per requirements of the Florida Department of Education.
- D. On-site and telephone consultation to provide technical assistance and problem correction.
- E. Technical assistance in the maintenance of disk and tape files to provide long-term records
- F. Technical assistance in the operation of data processing equipment necessary to operate the system.
- G. Maintenance of disk packs required for software libraries and online user files.
- H. Technical assistance in providing required automated data tapes to DOE.
- I. Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
- J. Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
- K. Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.

**II. DISTRICT FINANCIAL PARTICIPATION.** The DISTRICT SCHOOL BOARD, will pay for services received through participation in the Gateway Project. All assessments will be based on actual costs incurred, prorated among participating school districts on the base plus unweighted FTE basis. This contribution shall be the total obligation of each school district unless additional assessments are required by PAEC Extended Board of Directors' action. Payment must be made by the participating district and received by the fiscal agent by August 15.

**III. TERMS OF AGREEMENT.** The term of this agreement with the Gateway/PAEC Project shall commence as of July 1, 2013 and shall end on June 30, 2014. Each school district entering into the Gateway/PAEC Project shall do so effective July 1, 2013 unless specified to the contrary.

**IV. TERMINATION OF AGREEMENT.** Any participant may withdraw from this agreement by written notification to the PAEC Executive Director one year prior to withdrawal.

**V. ADMINISTRATIVE/STAFFING.** The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

Each district superintendent shall appoint a representative to serve on the Advisory Committee. This committee shall assist the Executive Director in the overall management of the project. Recommendations from this committee shall be presented to the PAEC Extended Board for official action.

**VI. EQUIPMENT PURCHASES AND TRANSFERS.** The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE GATEWAY EDUCATIONAL COMPUTING CONSORTIUM PROJECT**, the sum of \$20,201.87, payable upon completion of this resolution.

**APPROVED:**

**Resolved in a Regular Session of the  
Gadsden School District on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2013.**

\_\_\_\_\_  
Terry Ellis, Board Chairman  
School Board of Washington County

Date: \_\_\_\_\_

\_\_\_\_\_  
Isaac Simmons, Board Chairman  
School Board of Gadsden County

Date: \_\_\_\_\_

\_\_\_\_\_  
Herbert J. Taylor, Superintendent  
School Board of Washington County

Date: \_\_\_\_\_

\_\_\_\_\_  
Reginald James, Superintendent  
School Board of Gadsden County

Date: \_\_\_\_\_

\_\_\_\_\_  
Patrick L. McDaniel, Executive Director  
Panhandle Area Educational Consortium

Date: \_\_\_\_\_

BOD date: May 16, 2013  
WCSB date: June 10, 2013

*R. Smither*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 80

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEM:** PAEC Virtual School Agreement

**DIVISION:** K-12 Education

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

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

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the Participation Agreement is requested in order to provide a virtual instruction program to the students of Gadsden County as a school choice option.

**FUND SOURCE:** FEFP

**AMOUNT:** Undetermined – based upon enrollment

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

**POSITION:** K-12 Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ 1 \_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_ 4 \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_ 4 \_\_\_\_\_

2013 SEP 24 PM 4:11  
GADSDEN COUNTY  
SCHOOL BOARD  
AGENDA



## Panhandle Area Educational Consortium Contract Agreement

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**THIS CONTRACT** is entered into by and between the Gadsden County School Board, 35 Martin Luther King Boulevard, Quincy, Florida 32351, hereinafter called "contractee", and Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard, Chipley, Florida 32428, hereinafter called "contractor," through PAEC project to be entitled Virtual Franchise.

The contract will commence July 1, 2013 and will continue until June 30, 2014. Maria Pouncey will direct the activities of the contract.

The contractee agrees to compensate contractor for the amount of \$255 per half-credit per billable enrollment. The payment schedule will be in December 2013, February 2014 and June 2014.. The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, PAEC, 753 West Boulevard, Chipley, FL 32428.

If applicable, verification of Level 2 screening, as stated in F.S. 1012.465, must be submitted to the PAEC Risk Management Department and approved before contract can be presented to the Washington County School Board for approval.

The services provided through this contract are stipulated as follows:

The contractor, Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board will:

1. Recruit, train, provide, and pay virtual instructors for PAEC FLVS district franchises.
2. Approve students in courses.
3. Assign teachers to courses and students.
4. Supervise PAEC-contracted teachers.
5. Pay Florida Virtual School the contracted fees pursuant to student participation.
6. Invoice the district \$255/half credit completed. Exceptions: Conspiracy Code American History (add \$15), Conspiracy Code Intensive Reading (add \$15), and Drivers Education/Traffic Safety (add \$115) if offered.
7. Invoice the district as follows:

The \$255 fee per student will be assessed in two installments:

Installment 1: Upon enrollment and completion of the grace period districts will be invoiced \$75 per student per .5 (semester) course.

Installment 2: The remaining \$180 will be invoiced upon the student's successful completion of each .5 (semester) course.

The anticipated invoice dates will be December 2013, February 2014 and June 2014.

The contractee, Gadsden County School Board will:

1. Establish a district MIS Virtual Education contact.
2. Establish a district Instructional Virtual Education contact.
3. Establish a FLVS franchise with a 7004 designation.
4. Provide verification of student VIP eligibility and approve course requests.
5. Approve virtual student course requests.
6. Provide students access to franchise courses during the regular school day.
7. Monitor virtual student progress.
8. Communicate to and schedule students for state-required assessments.
9. Report FTE and all other DOE survey information.
10. Recommend the appropriate provider option for high school students based on their academic needs.
11. Make timely payment of PAEC invoices per the fees noted in this contract.

This contract is subject to the requirements of EDGAR Subpart 80 C Financial Administration – Sec. 80.35 Subawards to debarred and suspended parties.

a. No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the contractor ineligible making this contract null and void. By Executive Order 12549, "Debarment and Suspension."

The contractor, as defined by the Attorney General Opinion No. 062-120, will perform all services and furnish all labor at the Payee's risk assuming full responsibility for completion of services stipulated. The contractor is the party providing the services; the contractee is the party receiving the services and providing the payment for the services.

This Agreement is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Florida Statutes 287.058, 287.0582, 216.347 and 215.422:

287.058 -

- (1) a. A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper preaudit and postaudit thereof.
  - c. A provision allowing unilateral cancellation by the agency for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Art. I of the State Constitution and s. 119.07(1).
- (2) The agency head and the contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

216.347 -

The terms of this agreement prohibit the expenditure of funds for the purpose of lobbying the Legislature or a state agency.

215.422 -

Agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice

amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at the agency's main office. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at the agency's main office.

1012.465-

(1) Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

This Contract is also subject to the Laws of the United States of America, in particular those provisions for procurement - Contract Administration described in Title 34, Section 80.36(i), Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

- a. All records supporting project activities and the expenditure of funds must be maintained for a minimum of three years after the final payments and all other pending matters are closed.
- b. Access will be allowed by the contractee to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- c. The contractor understands that contractee will give the contractor thirty (30) days to take corrective action should it be determined that there is a violation of the contract. If corrective action is not taken by the contractor, funding will be withheld or revoked.
- d. For a contract in excess of \$10,000, the contractor understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in funding. The contractor understands and agrees that if either party desires to change, modify, or terminate this Agreement, the proposed changes shall be negotiated and shall be written documents executed by both parties.

**IN WITNESS WHEREFORE**, the parties have executed this CONTRACT/MODIFICATION and signing, thereby validating this CONTRACT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

**Contractee**

**Contractor**

**Resolved in a Regular Session of the Gadsden School District on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.**

**APPROVED:**

\_\_\_\_\_  
Isaac Simmons, Board Chairman  
Gadsden County School Board

\_\_\_\_\_  
Herbert J. Taylor, Superintendent  
Washington County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reginald James, Superintendent  
Gadsden County School Board

\_\_\_\_\_  
Patrick L. McDaniel, Executive Director  
Panhandle Area Educational Consortium

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

59-6000615  
Social Security # or Federal ID#

59-6000898  
Social Security # or Federal ID #

WCSB Date: May 13, 2013

*R. E. Smith*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 8p

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEM:** K-12 Virtual School Participation Agreement

**DIVISION:** K-12 Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the Participation Agreement is requested in order to provide a virtual instruction program to the students of Gadsden County as a school choice option.

**FUND SOURCE:** FEFP

**AMOUNT:** Undetermined – based upon enrollment

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

**POSITION:** K-12 Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1 & 8

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

RECEIVED  
SCHOOL BOARD  
SEP 27 10 AM 2013  
GADSDEN COUNTY  
FLORIDA

**ONLINE EDUCATIONAL PRODUCTS AND SERVICES ORDER**

This Online Educational Products and Services Order (this "Order"), dated as of July 1, 2013 (the "Order Effective Date"), is between Gadsden County Schools, 35 Martin Luther King Jr. Blvd., Quincy, FL 32351 ("Customer") and K12 Florida LLC ("K12"), 2300 Corporate Park Drive, Herndon, VA 20171. This Order incorporates and is in all respects subject to the K12 Online Educational Products and Services Agreement Terms (the "Terms") that is published at <http://www.k12.com/online-educational-products-services-agreement-terms> on the date that this Order bears the signatures of both Customer and K12,. All capitalized terms that are not defined in this Order will have the meanings assigned to those terms in the Terms.

I am authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth below and pursuant to the Terms.

Accepted by Customer:

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Reginald C. James (print name) Superintendent of Schools (title)

Accepted by K12:

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

\_\_\_\_\_ (print name) \_\_\_\_\_ (title)

**1. Period.**

Subscription July 1, 2013 through June 30, 2014, and is not eligible for a renewal period.

**2. Territory.** Students served by Gadsden County Schools, FL.

**3. Description of Educational Products.** Customer will be provided the Educational Products specified in this Order.

K12 Full-time Enrollment Program for Students Taking 4 to 6 courses (Grades K - 12).

The full-time K12 program consists of three components: courses, materials and educational tools and services.

Courses:

An enrollment portal into which Customer will enroll its students in the Territory into available K12 courses including Language Arts/English, Math, Science, History, Art, Music, available World Languages and, for grades 9 to 12, electives. Each full-time student concurrently enrolls in four to six courses. Customer is responsible for determining the proper placement of students in appropriate courses. Within two (2) weeks following K12's

receipt of a completed account set-up form from Customer, K12 will provide access for Customer to enroll its students.

A Learning Management System (LMS) or "K12 Hosting Services" for the delivery of K12 courses and access to a synchronous collaboration tool and system generated reports on academic performance, attendance and progress.

Materials:

Instructional text or e-books, supplies and teaching tools (collectively, "Materials") for K-8 students. Materials for Customer's teachers and High School students are ordered separately. K12 will reclaim durable Materials by informing Customer and/or its students which Materials need to be returned and providing pre-paid return shipping labels. K12 Materials are intended solely for the use of the teachers and the students enrolled in K12 courses to whom K12 provides the Materials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable Material is not returned, the Customer will be invoiced for the component or Materials (plus shipping, if applicable). Customer will provide K12 with reasonable assistance in obtaining durable Materials from students and their parents.

Educational Tools and Services:

Program launch and operational support, an online parent/mentor information session, learning management and technical support on K12 products and services. Supervision and implementation of year-end system rollovers.

Supplemental tests and study assistance, diagnostic tests, K12's Strategies for Success, access to an online community, an orientation course package, a teacher hotline and support website, access to a counseling system for high school students, a school messenger telephony service with automated alerts and a tool to assist identification of plagiarism.

- K12 Courses: for student taking 1 to 3 courses, including but not limited to summer program enrollments. (Grades K to 5).

Courses

An enrollment portal into which Customer will enroll its students in the Territory into available K12 courses including Language Arts/English, Math, Science, History, Art, Music, available World Languages and, for grades 9 to 12, electives. Customer is responsible for determining the proper placement of students in appropriate courses. Within two (2) weeks following K12's receipt of a completed account set-up form from Customer, K12 will provide access for Customer to enroll its students.

A Learning Management System (LMS) or "K12 Hosting Services" for the delivery of K12 courses and access to a synchronous collaboration tool and system generated reports on academic performance, attendance and progress.

Materials

Instructional text or e-books, supplies and teaching tools (collectively, "Materials") for K-8 students. Materials for Customer's teachers and High School students are ordered separately. K12 will reclaim durable Materials by informing Customer and/or its students which Materials need to be returned and providing pre-paid return shipping labels. K12 Materials are intended solely for the use of the teachers and the students enrolled in K12 courses to whom K12 provides the Materials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable Material is not returned, the Customer will be invoiced for the component or Materials (plus shipping, if applicable). Customer will provide K12 with reasonable assistance in obtaining durable Materials from students and their parents.

**4. Description of Services.** Customer will be provided the following Services under this Order:

- Instructional Services: Customer will be provided qualified teachers, licensed as required by applicable state law, for instruction to enrolled students for selected courses.

**5. Description of Other Related Products**

- Hardware: Customer is provided, for each student requested by Customer, a computer, monitor, printer and software appropriate for access to the K12-provided student courses and curriculum. Upon the earlier of student withdrawal or termination of the Agreement, K12 will provide families with pre-paid shipping labels to return computers, monitors, printers and software, and families shall be responsible for returning same. Customer is not responsible for a family's failure to return hardware or software.

**6. Fees.** For the Services and/or Products provided under this Order, Customer shall pay to K12 and/or its Affiliates the following Fees:

- K12 Full-time Enrollment Program for Students Taking 4 to 6 courses (Grades K -12).

Costs set forth below for each Student are "not-to-exceed" figures. The components of the program will be billed separately to allow for materials returns, prorating fees for student withdrawal and for student consumption of fewer than 6 full year or 12 semester courses. The roll-up of the component level billing will "not exceed" the student level fees listed below.

K12 will invoice Customer for the components of the program as follows: (a) courses and educational tools and services will be billed quarterly (in October, January, April and July) ; (b) materials will be invoiced upon shipment

The following clause applies in instances where the Customer utilizes their own teachers: Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdrawals occurring after 30 days. Fees will not be charged for a student for any month following notice to K12 of the student's withdrawal from the course. No other refunds, credits or cancellations are allowed.

*For K-12 Program, including instruction from K12 teachers*  
\*\$4,295.00 per Students grades K to 12

\*Customer shall not be responsible for payments for enrolled students in such courses who withdraw from the program or are non-completers

- K12 Courses: for Students Taking 1 to 3 courses

Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdrawals occurring after 30 days. Fees will not be charged for a student for any month following notice to K12 of the student's withdrawal from the course. No other refunds, credits or cancellations are allowed. Special course material fee applies to lab sciences, advanced placement and technology courses.

K12 will invoice Customer as follows: (a) courses will be billed quarterly (in October, January, April and July); (b) materials will be invoiced upon shipment



\$340.00 per Student per K-8 course with Materials and without K12 teachers

**K12 Instruction:**

Billed quarterly as applicable for the particular course. Fees will not be charged for a student for any month following notice to K12 of the student's withdrawal from the course. No other refunds, credits or cancellations are allowed.

\$250.00 per Student for each K-8 course per full-year

**K12 High School Materials Fees for Students and Teachers**

Customer is only charged the applicable fee if a course below is selected. Billed upon shipment, Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdraws occurring after 30 days.

**Advanced Placement Environmental Science (SCI530A-AVT) (required for certain courses)**

\$302.00 per Student per course

**English course materials (Required for the following courses):**

|  |                                |
|--|--------------------------------|
| ENG 102A Literary Analysis and Composition I (Core)          | \$80.00 per Student per course |
| ENG 103A Literary Analysis and Composition I (Comprehensive) | \$80.00 per Student per course |
| ENG 104A Honors Literary Analysis and Composition I (Honors) | \$80.00 per Student per course |
| ENG 106AG Literary Analysis and Composition I                | \$80.00 per Student per course |
| ENG 202A Literary Analysis and Composition II                | \$80.00 per Student per course |
| ENG 203A Literary Analysis and Composition II (Core)         | \$80.00 per Student per course |
| ENG 204A Honors Literary Analysis and Composition II         | \$80.00 per Student per course |
| ENG 206AG Literary Analysis and Composition II               | \$80.00 per Student per course |

**Materials:** In addition to the AP Environmental Science and English course materials selected above within this section (if any) by checking the appropriate boxes below, Customer requests all students to receive the following materials for the courses ordered. Billed upon shipment, Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdraws occurring after 30 days.

| <b>K12 Proprietary Course Materials Options</b>  | <b>Electronic Materials</b><br><i>(Included in the cost of K12 Core Proprietary Courses)</i> | <b>Physical Materials</b>   |
|--|--|---|
| Lab Science  | <input checked="" type="checkbox"/>  | <input type="checkbox"/>  |
| Math, History, English   | <input checked="" type="checkbox"/>  | <input type="checkbox"/>  |
|  |  | \$210.00 per student per course   |
|  |  | \$80.00 per student per course  |
| <b>Non-Proprietary Course Materials</b> <i>(These materials must be purchased unless designated as "optional". Customer may purchase these materials from K12, or Customer may elect to purchase these materials from a third party provider.)</i> | <b>Customer will purchase the selected 3<sup>rd</sup> Party Materials from K12</b>           | <b>Customer will purchase the selected 3<sup>rd</sup> Party Materials from a 3<sup>rd</sup> Party</b> |
| Music and Art Electives  | <input type="checkbox"/> \$80.00 per student per course                                      | <input type="checkbox"/>  |

|                                       |                          |                                 |                          |
|---------------------------------------|--------------------------|---------------------------------|--------------------------|
| AP Courses                            | <input type="checkbox"/> | \$120.00 per student per course |                          |
| Technology software –(GAME DESIGN)    | <input type="checkbox"/> | \$89.00 per student per course  | <input type="checkbox"/> |
| Graphing Calculators (optional)       | <input type="checkbox"/> | \$160.00 per student per course | <input type="checkbox"/> |
| World Languages Dictionary (optional) | <input type="checkbox"/> | \$25.00 per student per course  | <input type="checkbox"/> |

ISP Subsidy – Quarterly Billing

K12 provides an internet service provider (“ISP”) subsidy, for each student requested by Customer. The subsidy shall be \$9.95 for each month a student is actively enrolled in the K12 courses through the Customer. The ISP subsidy will not exceed ten (10) months per academic year and is limited to one (1) per family.

\$99.50 per student (Billed Quarterly)

Hardware:

Thirty percent (30%) billed at student enrollment, with the remainder billed quarterly. These annual costs are credited or refunded, as appropriate, for cancellations only if the hardware has not yet shipped. Fees will not be charged for a student for any month following notice to K12 of the student’s withdrawal from all courses. No other refunds, credits or cancellations are allowed.

\$525.00 per student – desktop computers

**FLORIDA AMENDMENT TO THE  
ONLINE EDUCATIONAL PRODUCTS AND SERVICES ORDER**

This Amendment is entered into between Gadsden County Schools, 35 Martin Luther King Jr. Blvd., Quincy, FL 32351 ("Customer") and K12 Florida LLC ("K12"), 2300 Corporate Park Drive, Herndon, VA 20171 as of the date on which it bears the authorized signatures of both parties and is intended to amend only the terms and conditions of the Online Educational Products and Services Order ("Order") dated as of July 1, 2013 and the K12 Online Educational Products and Services Agreement Terms (the "Terms") that are incorporated into said Order.

The following Florida Virtual Instruction Program Requirements §1002.45 shall be added to the K12 Online Educational Products and Services Agreement Terms (the "Terms").

1. K12 shall comply with all statutory requirements of § 1002.45 F. S.
2. K12 represents that to the best of its knowledge, all curriculum provided complies in all material respects to the Florida Next Generation Sunshine State Standards for Each grade level and subject. Course, and unit descriptions for grades K-8 are available at <http://www.k12.com/courses/k-8-courses> and for high school at <http://www.k12.com/courses/high-school-courses> and <http://aventalearning.com/state-standards/florida>

All courses include detailed assessments to ensure student mastery of Florida requirements. Details about the assessments are available from the Florida Department of Education in the K12 Florida LLC provider application.

3. In the event K12 provides products and services to students in grades 9 through 12, as required by § 1003.428, s. §1003.429, or s. §1003.43 K12 shall provide a method for determining that a student has satisfied graduate requirements for an applicable course. K12 provides a percentage grade to the customer and the customer can use these percentage grades within their own system. K12 does not assign letter grades. Schools can make the determination regarding how best to use the information supplied.
4. **TEACHER RATIOS:** K<sup>12</sup> takes into account the needs of the individual students, families, schools and teachers in assigning teacher loads. Student-teacher ratios will vary program to program. An average ratio for grades K-3 full-time is 65:1, grades K-3 part-time (0.5 teacher) is 30:1, 4<sup>th</sup>-8<sup>th</sup> grade full-time is 65:1, 4<sup>th</sup>-8<sup>th</sup> grade part-time (0.5 teacher) is 30:1. In high school grades 9<sup>th</sup>-12<sup>th</sup> core courses with full-time teachers have an average ratio of 200:1. Part-time teacher ratios for 9<sup>th</sup>-12<sup>th</sup> grade core courses are broken down as follows: 0.75 part-time teachers have a 150:1 ratio, 0.5 part-time teachers have a 100:1 ratio, and 0.25 part-time teachers have a 50:1 ratio. 9<sup>th</sup>-12<sup>th</sup> grade elective courses with full-time teacher ratios are 250:1.

5. Method for resolving conflicts among parties:

**DISPUTE RESOLUTION:** The parties agree that they will use their best efforts to settle any and all disputes arising out of, under or in connection with this Agreement, including without limitation the validity, interpretation, performance and breach hereof, prior to initiating any legal proceeding, whether judicial or administrative in nature. The efforts shall be primarily between the Executive Vice President of Operations for K12 and the Superintendent of the Customer or their respective designees. The laws of the State of Florida, without regard to its conflict of laws provisions, will govern all disputes arising out of or related to this Agreement, including the validity, enforceability or construction thereof. Each party submits to the jurisdiction of the state and federal courts located in the State of Florida for purposes of any action, suit or proceeding arising out of or related to this Agreement and agrees not to plead or claim that any action, suit or

proceeding arising out of or related to this Agreement that is brought in such courts has been brought in an inconvenient forum.

6. Authorized reasons for termination of contract:

**TERMINATION FOR CAUSE:** Either party may terminate this Agreement at any time with ninety (90) days' prior written notice to the other party for cause. Termination for cause may be used if a party breaches any material term or fails to fulfill any representation, warranty, or material condition, term, provision or obligation contained in this Agreement and fails to cure within thirty (30) days of such notice from the terminating party. Upon termination, the non-breaching party shall be entitled to seek any remedies to which it shall be entitled at law or in equity. If any change in applicable law that is enacted after the date hereof could reasonably be expected to have a material adverse effect on the ability of any party to carry out its obligations under this Agreement, such party, upon written notice to the other party may request renegotiation of this Agreement. Such renegotiation shall be undertaken in good faith. If the parties are unable to renegotiate and agree upon revised terms within 120 days of such notice of renegotiation, then this Agreement shall be terminated effective at the end of the school year in which such notice was given. Termination of this Agreement does not relieve Customer of any obligations for payments outstanding to K12 as of the date of termination and does not relieve either party of any obligations that continue upon termination.

**TERMINATION DUE TO ANNUAL FEE INCREASE:** K12 reserves the right to change the prices set forth in any Order no more often than once per Renewal Period (if any). K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).

7. As required by Florida statute, K12 shall be responsible for all debts for the customers virtual instruction program that arise out of K12's performance of this contract if the contract is not renewed or is terminated. This does not excuse the Customer from paying any obligations incurred resulting from its obligations under this contract or from the payment of any debts incurred under this contract for termination, unless such termination is as provided for under the clause titled Termination for Cause.

8. The Section of the Terms labeled **Price and Payment** is revised to read:

**PRICE AND PAYMENT:** The prices and billing terms for the products, services, and licenses will be as set forth in this Amendment. Invoices shall be submitted to Customer by K12 and full payment of such invoices shall be due by Customer no more than forty five (45) days from the date of an invoice. If full payment is not timely received, K12, in its sole discretion, may cease the provision of any or all products, services and licenses. Customer agrees to pay interest at one percent (1%) per month on any unpaid balance from 30 days after the due date in accordance with the Local Governmental Prompt Payment Act, Fla. St. Chapter 218. If Customer wishes to dispute any charge invoiced to Customer by K12 or its Affiliates, Customer must submit a good faith claim regarding the Disputed Amount, in a format clearly delineated to coincide with the format of the disputed invoice and with documentation as may reasonably be required by K12 and its Affiliates to support the claim no later than ninety (90) days after the date of the invoice.. K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).

9. All other terms, conditions and provisions of the Order and Terms remain in full force and effect.

For K12:

\_\_\_\_\_ (signature)

\_\_\_\_\_ (title)

\_\_\_\_\_ (date)

For Customer:

\_\_\_\_\_ (signature)

Superintendent \_\_\_\_\_ (title)

\_\_\_\_\_ (date)

SUMMARY SHEET

*R. S. Smith*

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 89

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEM: Agreement between Learning Alternative Behaviors Youth and Family Services and The Gadsden County School Board

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

Learning Alternative Behaviors Youth and Family Services will provide the following services:

- Conduct individual, group and family counseling to students and families identified through the referral process by Gadsden County School District.
- Provide qualified, professional counselors to render services to students in the Gadsden County School District.
- Counselors will complete a detailed assessment and work with the client, parent and appropriate school personnel on developing an individualized treatment plan that best meet the client's particular needs.
- Provide an evidenced-based group curriculum to student's in the Gadsden County school district. Services will be provided in various schools, students' homes and/or appropriate community-based setting (as determined by Learning Alternative Behavior Services).

SOURCE: NA

AMOUNT: NA

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

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

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

This form is to be uplicated on light blue paper.

PROOF READ BY: *Kwanda B. Harris*



## MEMORANDUM OF AGREEMENT

*Between*

*Learning Alternative Behaviors Youth and Family Services, LLC*

*And*

*Gadsden County School Board*

1. **Authority:** Agreement and approval by the Gadsden County School Board with Learning Alternative Behaviors Youth and Family Services, LLC.
2. **Background:** Learning Alternative Behaviors Youth and Family Services, LLC is a private practice counseling agency that specializes in working with at -risk youth and their families in Gadsden County, Fl. Many youth and families in the area are in need of counseling and prevention services; however the area is limited in resources available to assist them. Our core mission is to offer those residents a closer and more convenient option to receive support and counseling. Through competent and professional counseling services, we utilize an evidenced-based, client directed and cognitive behavioral approach. The overriding goal is to support and encourage the development of greater well-being among the youth and their families.
3. **PURPOSE:** Just about everyone faces challenges at different times in their life. For youth who lack the experience and coping skills adults have, these challenges can be overwhelming. But, given the right tools and support all youth and their families can thrive, regardless of emotional wounds or challenges. Learning Alternative Behaviors, Youth and Family Services, LLC mission is to provide professional counseling services that strengthen the Gadsden County community and the surrounding areas. Our goal is to help youth and their families “**Learn Alternative Behaviors**” to function as productive citizens.
4. **Financial Information:** Services provided for students will be funded through the client’s insurance carrier (i.e. Medicaid). Therefore, there will be no financial responsibility for the Gadsden County School District. All cost associated with the

delivery of services will be incurred by Learning Alternative Behaviors Youth and Family Services.

5. **Period of Performance:** The current Memorandum of Agreement will be enforced for a period of 2 years from August 26, 2013– August 26, 2015 (“the Period of Performance”) and can be reviewed by written agreement each year thereafter if both parties are in agreement.

6. **RESPONSIBILITIES:**

Learning Alternative Behaviors Youth and Family Services will provide the following services:

- Conduct individual, group and family counseling to students and families identified through the referral process by Gadsden County School District.
- Provide qualified, professional counselors to render services to students in the Gadsden County School District.
- Counselors will complete a detailed assessment and work with the client, parent and appropriate school personnel on developing an individualized treatment plan that best meet the client’s particular needs.
- Ensure all therapist and counselors are adequately trained and remain up to date on training.
- Ensure all therapists have permission from the parent/legal guardian to meet with the student on school grounds.
- Ensure all therapist meet the required background screening requirement and credentials needed to render services to student’s in Gadsden County School District.
- Learning Alternative Behaviors Youth and Family Services staff will verify the referred student’s insurance prior to rendering services.
- Provide an evidenced-based group curriculum to student’s in the Gadsden County school district.
- Obtain release of information to the Gadsden County School District in order to coordinate the delivery of services and lines of communication.
- Billing for all clients related services in accordance with the individual’s insurance.
- Maintain confidential clinical record for all clients.

Gadsden County School District Responsibilities:



- Provide Learning Alternative Behaviors Youth and Family Services with referrals for students and families in need of services.
- In order to properly render services, allow Learning Alternative Behaviors Youth and Family Services with a confidential setting on campus free from distractions to conduct individual, group or family therapy.
- Ensure that all students referred to Learning Alternative Behaviors Youth and Family Services have a completed referral and consent form from parent prior to services being rendered.
- Provide Learning Alternative Behaviors Youth and Family Services counselor with any information available that would be beneficial in facilitating the client's treatment. (i.e. IEP plans, behavioral records).
- Collaborate and maintain open communication with Learning Alternative Behaviors Youth and Family Services counselors to help coordinate the delivery of services.

#### **7. REFERRAL PROCESS:**

- The Gadsden County School district referring staff will complete a Learning Alternative Behaviors Youth and Family Services referral form and have the parent sign a consent form for their child to receive services on school campus.
- The referring staff can fax or e-mail the referral to the following:  
LAB@learningalternativebehaviors.com or FAX: 850-627-6229.
- Referrals will be handled expeditiously with crisis intakes taking priority.

#### **8. CONFIDENTIALITY**

- ***Confidentiality of Patient Information:*** Federal and state laws and regulations protect the confidentiality of mental health records maintained by us. Counseling involves the disclosure of sensitive personal and private information and therefore trust is very important. In order to facilitate that trust, Learning Alternative Behaviors, Youth and Family Services maintains a policy of strict confidentiality as required by our professional ethics and state and federal law. Essentially this means that all clinical contacts between clients and Learning Alternative Behaviors, Youth and Family Services are privileged and confidential. No acknowledgment that a client has not been seen at Learning Alternative Behaviors Youth and Family Services, nor will information about the actual counseling treatment be released to anyone, without the client's written permission. There are several rare circumstances where Learning Alternative Behaviors Youth and Family Services counselor may need to breach confidentiality to protect the client or another person. These include situations where the counselor believes that the client's life or safety might be in danger, or the life and safety of another person

might be in danger, there is a current issue of child or elder abuse, or the court orders the release of treatment records. In these instances, the staff will only divulge as much information as is necessary or called for.

- **HIPPA Requirements:** To the extent applicable to this agreement, Learning Alternative Behaviors Youth and Family Services, LLC agrees to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 USC §130d (“HIPPA”) and any current and future regulations promulgated there under including without limitation the federal privacy regulation contained in 45 C.F.R parts 160 and 164 (the “Federal Privacy Regulations”), the federal security standards contained in 45 C.F.R. Part 142 (the “Federal Security Regulation”), and the federal standards for electronic transactions contained in 45 C.F.R parts 160 and 162, all collectively referred to herein as “HIPAA Requirements.” Learning Alternative Behaviors Youth and Family Services agrees not to use or further disclose any Protected Health Information (as defined in 45 C.F.R. § 164.501) or Individually Identifiable Health Information (as defined in 42 USC §130d), other than as permitted by HIPPA Requirements and the terms of this agreement. Learning Alternative Behaviors Youth and Family Services shall make internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.
- **FERPA requirements:** To the extent applicable to this agreement, Learning Alternative Behaviors Youth and Family Services agrees to comply with the Family Educational Rights And Privacy Act of 1974, as codified at 20 U.S.C §1232g (“FERPA”) and any current and future regulations promulgated there under including without limitations the federal privacy regulations contained in 34 C.F.R. 99.1 et seq. Learning Alternative Behaviors Youth and Family Services agrees not to use or further disclose any Protected Educational Information (as defined in 34 C.F.R. 99.1 et seq.) other than as permitted by FERPA Requirements and the terms of this agreement.
- **Parents of Minor clients:** It is very important that children have a sense of privacy in their counseling in order for them to be open and honest. A child’s right to confidentiality will be honored within the limits of state law. Although parents generally have an unlimited right to information involving their children, the counselor will attempt to disclose information to parents based on the counselor’s judgment of what is in the child’s best interest from a therapeutic standpoint. Because the therapeutic relationship is vital to change and support, we discourage parents to include the counselor in any court proceedings involving the children as clients.

9. **MODIFICATION OF TERMINATION:** Notwithstanding anything to the contrary, because this is a service agreement, either party may terminate this agreement at any time upon thirty (90) days written notice to the other party. Upon such termination Learning Alternative Behaviors Youth and Family Services, LLC and Gadsden County School District shall be relieved from all obligations relating to this agreement, except such obligations arising prior to the date of termination.

**Learning Alternative Behaviors,  
Youth and Family Services LLC:**

**Gadsden County School District**

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

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

Name: LaToya Boyd

Name: Reginald James

Title: Chief Executive Officer

Title: Superintendent of Gadsden County School

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*R. Smita*

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8r

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEM:** Lease Agreement(s) with Liga Regional De Soccer

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** Continuation of Lease Agreement(s) with Liga Regional De Soccer for James A Shanks Middle and Carter Parramore Academy

**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.

9013 SEP 10 PM 5:22  
GAIL H. SCHOOL BOARD  
OF FULTON COUNTY  
SUPERINTENDENT

## LEASE AGREEMENT FOR JAMES A. SHANKS

THIS LEASE AGREEMENT is made and executed on this 11<sup>th</sup> day of October, 2013, by and between the SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA whose address is 35 Martin Luther King, Jr. Boulevard, Quincy, Florida, 32351 hereinafter referred to as "Lessor," and Liga Regional De Soccer, a not-for-profit Florida Corporation duly organized and existing under the laws of the State of Florida, having its principal office at \_\_\_\_\_, \_\_\_\_\_, Florida, hereinafter referred to as "Lessee."

WHEREAS, Liga Regional De Soccer, is a regional soccer league located in Quincy, Florida; and

WHEREAS, the league is working for the advancement of soccer in Gadsden County for the wider Gadsden County Community who wishes to participate in the sport; and

WHEREAS, the School board of Gadsden County , Florida finds that it would serve a valuable community and educational purpose by assisting in providing a sports outlet for the students and citizens of Gadsden County; and

THEREFORS, IN CONSIDERATION of \$\_\_\_\_\_ and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Lessor and the Lessee agree as follows:

### 1. DESCRIPTION OF PREMISES

Subject to and upon the terms, provisions and conditions herein set forth, Lessor does hereby lease, demise, and rent to the Lessee and the Lessee does hereby lease, demise and rent from the Lessor the real property described below and on the attached **Exhibit "A"** (hereafter "the Property" or "Leased Premises").

James A. Shanks Middle School track, football field and parking lot only

See also attached **Exhibit "A"**

As used in this lease, the term "premises" refers to only the real property described above.

### 2. TERM

The initial term of this lease shall be for twelve (12) months, commencing on the 11<sup>th</sup> day of October, 2013 and ending at midnight on the 11<sup>th</sup> day of October, 2014. As used in this lease, the expression "term of this lease" refers to the time period hereinabove described. Upon the agreement of both parties, this Lease Agreement may be renewed annually upon thirty (30) days notice prior to the expiration of the current Lease. This lease agreement may be amended by the parties during its term. Any amendment must be agreed to by the parties, be reduced to writing and signed by both parties to become effective. No verbal amendments are effective or binding.

### **3. RENT**

The total rent for the initial term shall be \_\_\_\_\_, which Lessee shall pay to the Lessor, without deduction or offset, at such place or places as may be designated from time to time by Lessor.

### **4. WARRANTIES OF TITLE AND QUIET POSSESSION**

Lessor covenants that Lessor is seized of the leased premises in fee simple and has full right to make this lease and that Lessee shall have quiet ad peaceable possession of the leased premises during the term of this lease.

### **5. USES PROHIBITED**

Lessee 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 purposes for which the premises are leased. No use shall be made or permitted to be made of the premises, or any part of the premises nor shall Lessee 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. Lessee 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. No parking shall be allowed on any area not designated for parking. No parking shall be allowed on the athletic field.

### **6. WASTE AND NUISANCE PROHIBITED**

During the term of this lease, Lessee shall comply with all applicable laws affecting the leased premises, the breach of which might result in any penalty on Lessor or forfeiture of Lessor's interest in the premises. Lessee shall not commit or suffer to be committed any waste on the leased premises, or any nuisance.

### **7. MAINTENANCE OF PREMISES**

Lessee shall maintain the premises by making sure the field is kept in good condition. Lessee agrees to perform the following tasks related thereto:

- Mowing
- Filling in any holes
- Replacing grass
- Cleaning the field and area used picking up any trash or litter thereon
- Any other task deemed necessary to maintain the football field

Lessee also agrees to maintain the track and parking area in good condition. Lessee agrees to perform the following tasks related thereto:

Prohibiting vehicles from parking in areas not designated for parking  
Prohibiting vehicles from parking on the track or football field  
Cleaning the parking lot and track and picking up any trash or litter  
thereon

In addition, Lessee agrees to provide adequate restroom facilities, i.e. Port-a-Lets, during the time the premises are in use. Lessee shall be responsible for removal when not in use. At no time is Lessee, its officers, agents, employees, invitees, or licensees authorized to utilize any restroom or other facilities of any buildings owned by Lessor that are located on or near the premises being leased.

Lessee, its officers, agents, employees, invitees, or licensees shall not use any facilities or buildings owned by Lessor that are located near the premises being leased to provide concessions services during any activity held or sponsored by Lessee. Any concession services offered shall be confined to facilities provided or furnished by Lessee that are removed when not in use. Lessee shall not allow glass containers to be brought onto the premises or alcoholic beverages to be brought onto the premises.

## **8. USE OF PREMISES**

Lessee shall use the premises only during times when school is not in session. In the event a conflict arises between the Lessor and the Lessee regarding the use of the premises, even after normal school hours, Lessor's use of the premises takes preference. However, each party agrees to cooperate in good faith to develop a schedule for use of the premises that meets the needs of each. Lessee will provide adequate security during those times it, its officers, agents, employees, invitees or licensees are using the premises. Use of these premises must be coordinated with other the School Board and other affected entities or groups. The Superintendent's designee for purposes of this paragraph is:

Wayne Shepard  
Director of Facilities  
35 Martin Luther King Jr., Blvd  
Quincy, Florida 32351  
(850) 627-9888

## **9. LESSOR'S RIGHT OF ENTRY**

Lessee shall permit Lessor and the agents and employees of Lessor to enter the leased premises at all reasonable times for the purpose of inspecting such premises.

## **10. SUBLETTING AND ASSIGNMENT**

Lessee shall not sublet the premises in whole or in part at any time. Lessee shall not assign or transfer this lease, or any interest in it, without the prior written consent of Lessor, 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 the lessor, terminate this lease.

Neither this lease nor the leasehold estate of Lessee nor any interest of Lessee under this lease in 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, and any attempted involuntary assignment, transfer, or sale shall be void and of no effect and shall, at the option of the Lessor, terminate this lease.

### 11. 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 LESSOR:                      Reginald James, Superintendent  
   Gadsden County School District  
   35 MLK, Jr. Boulevard  
   Quincy, Florida 32351  
   (850) 627-9651

TO LESSEE:                      Jose Cervantes  
   President  
   Liga Regional De Soccer

\_\_\_\_\_, Florida  
(850) 459-5037

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.

### 12. ALTERATIONS, IMPROVEMENTS

Alterations, improvements, and changes are not permitted. Lessee shall not have the right to make such alterations, improvements or changes to the premises or any building located on the premises. Any improvements made to the premises in violation of this lease shall become the property of the Lessor.

### 13. LIENS

Lessee shall keep all of the premises and every part of the premises free and clear of any and all mechanics', materialmens', 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 Lessee, any alteration, improvement, or repairs or additions which Lessee may make or permit to cause to be made, or any work or construction, by, for, or permitted by Lessee on or about the premises, or any obligations of any kind incurred by Lessee. Lessee 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 Lessor and all of the



premises and any improvements on the premises in violation of this agreement against all liens and claims of liens and suits or other proceedings pertaining to those liens. Lessee shall give Lessor written notice no less than five (5) days in advance of the commencement of any construction, alteration, addition, improvement, or repair, in order that Lessor may post appropriate notices of Lessor'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 Lessee, any agent or contractor, or subcontractor of any of them (such work, labor, or materials being "**Lessee's Work**"), Lessee shall, at Lessee'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 Lessor without exception for loss or damage to Lessor's interest in the Premises that may be occasioned by such lien; or (c) deposit with Lessor 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 Lessor or any agent of Lessor in connection with any Lessee's Work or any lien for any Lessee's Work, Lessee either shall, at its cost, defend the same on behalf of Lessor 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 Lessor of the Premises, or both, to satisfy such award or judgment.

#### **14. INDEMNIFICATION OF LESSOR**

Lessor 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 Lessee 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 Lessee or any visitor, or user or any portion of the premises, or shall result from or be caused by any other matter or thing. Lessee shall indemnify Lessor 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 Lessor, its agents, employees, or business invitees.

#### **15. 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.

## **16. REDELIVERY OF PREMISES**

Lessee shall pay the rent and all other sums required to be paid by Lessee 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, Lessee shall peaceably and quietly quit and surrender the premises to Lessor in good order and condition subject to the other provisions of this lease. In the event of the non-performance by Lessee of any of the covenants which Lessee has undertaken, this lease may be terminated as otherwise provided herein.

## **17. REMEDIES CUMULATIVE**

All remedies conferred on Lessor shall be deemed cumulative and no one exclusive of the other, or of any other remedy conferred by law.

## 18. INSURANCE

### Casualty Insurance

a. Fire and Extended Coverage. Lessee, at its own expense will at all times keep the buildings and improvements on the Premises insured against all loss by fire, with extended coverage and such other coverage as is customarily maintained by owners of like properties in Quincy, Florida, in each case in an amount sufficient to prevent Lessor and Lessee 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. Except as otherwise provided, all insurance provided by Lessee as required in this agreement shall be procured from companies licensed to transact business in the State of Florida. Lessor shall be named as an additional insured on all policies casualty of liability insurance. Certificates evidencing such insurance shall be delivered to Lessor upon the execution of this Lease, and renewals thereof shall be delivered to Lessor 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 Lessor.

c. Insurance proceeds. In the event of loss under any such policy or policies, Lessor may, at its option, require Lessee 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 Lessor; or, in the alternative, Lessor may require Lessee 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 Lessor.

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 determines 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 the contrary contained in this section, Lessee's obligation 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 Lessee; provided, that the coverage afforded Lessor 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. Lessee, at its own expense, shall provide and keep in force for the benefit of the Lessor and Lessee, 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 One Million Dollars (\$1,000,000.00) in respect to injuries to or death of more than one person in any one occurrence, and not less than Five Hundred Thousand (\$500,000.00) in respect to damage to property. Lessee shall furnish Lessor with a certificate of such insurance.

## **19. PROHIBITION OF INVOLUNTARY ASSIGNMENT**

Neither this lease nor the leasehold estate of Lessee nor any interest of Lessee 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 t involuntary assignment, transfer, or sale shall be void and of no effect.

## **20. NOTICE OF DEFAULT**

Except as to the provisions of Section II of this lease, Lessee 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 Lessor shall first give to Lessee ten (10) days written notice of he default and Lessee fails to sure the default within thirty (30) days.

## **20. DEFAULT**

In the event of any breach of this lease by Lessee, Lessor, in addition to the other rights or remedies it may: (a) terminate this Lease, in which event Lessee shall immediately surrender the Leased Premises to Lessor, and if Lessee shall fail to do so, Lessor may, without further notice and without prejudice to any other remedy Lessor may have for possession or arrearage in rent, enter upon the Leased Premises and expel or remove Lessee and its property, by force if necessary, without being liable to prosecution or any claim for damages therefore, and Lessee agrees to indemnify Lessor for all loss and damage which Lessor may suffer be 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 Lessee. Under no circumstances, however, shall Lessor be entitled to accelerate the rental payments to the end of the Lease term. Lessor shall only be entitled to unpaid and outstanding payments due up to the date of the default or the date Lessor shall take

possession of the premises, whichever shall first occur. Such payments shall be deemed the measure of the Lessor's damages in the event of a default and shall, further, be considered liquidated damages and not a penalty.

## **22. LESSOR'S RIGHT TO PERFORM**

In the event that Lessee 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 Lessor specifying the nature of the act or thing to be done or performed, then Lessor 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 Lessor shall so elect, and Lessor shall not be or be held liable or in any way responsible for any loss, inconvenience, annoyance, or damage resulting to Lessee on account of it and Lessee shall repay to Lessor on demand any expenses, including compensation to the agents and employees of Lessor. Any act or thing done by Lessor pursuant to the provisions of this section shall not be construed as a waiver of any such default by Lessee, 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 Lessor.

## **23. PARTIES' OPTION TO TERMINATE**

Either Party shall have the right to terminate the Lease by giving at least thirty (30) days written notice to the other Party of its intention to terminate this Agreement. On the effective date of such termination, Lessee shall be relieved from all further liability under this lease, and shall deliver possession of the leased premises to Lessor. All lease payments accruing during the 30-day notice of termination period or due prior to such period shall be paid to Lessor without delay.

## **24. SURRENDER OF LEASE**

The voluntary or other surrender of this lease by Lessee, or a mutual cancellation of this lease, shall not work as a merger.

## **25. WAIVER**

The waiver by Lessor of or the failure of Lessor 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 of this lease. The subsequent acceptance of rent under this lease by Lessor shall not be deemed to be a waiver of any preceding breach by Lessee of any term, covenant, or condition of this lease, other than the failure of Lessee to pay the particular rental so accepted, regardless of Lessor's knowledge of the preceding breach at the time of acceptance of rent.

**26. 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, administrator, and assigns of all of the parties to this lease.

**27. 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.

**28. SECTION CAPTIONS**

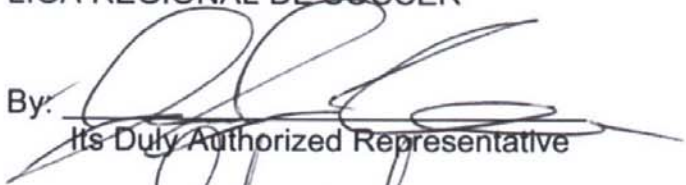
The captions appearing under the section number designations of this lease are for convenience only and are not a part of this lease and do not in any way limit or amplify the terms and provisions of this lease.

Executed on this 11<sup>th</sup> day of October, 2013.

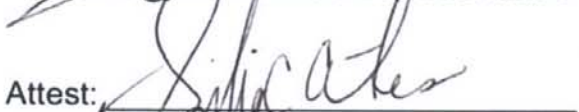
SCHOOL BOARD OF GADSDEN COUNTY

LIGA REGIONAL DE SOCCER

By: \_\_\_\_\_  
Board Chair

By:   
Its Duly Authorized Representative

Attest: \_\_\_\_\_  
Superintendent

Attest:   
Secretary

(SEAL)

## LEASE AGREEMENT FOR CARTER PARRAMORE ACADEMY

THIS LEASE AGREEMENT is made and executed on this 11<sup>th</sup> day of October, 2013, by and between the SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA whose address is 35 Martin Luther King, Jr. Boulevard, Quincy, Florida, 32351 hereinafter referred to as "Lessor," and Liga Regional De Soccer, a not-for-profit Florida Corporation duly organized and existing under the laws of the State of Florida, having its principal office at \_\_\_\_\_, \_\_\_\_\_, Florida, hereinafter referred to as "Lessee."

WHEREAS, Liga Regional De Soccer, is a regional soccer league located in Quincy, Florida; and

WHEREAS, the league is working for the advancement of soccer in Gadsden County for the wider Gadsden County Community who wishes to participate in the sport; and

WHEREAS, the School board of Gadsden County , Florida finds that it would serve a valuable community and educational purpose by assisting in providing a sports outlet for the students and citizens of Gadsden County; and

THEREFORE, IN CONSIDERATION of \$\_\_\_\_\_ and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Lessor and the Lessee agree as follows:

### **1. DESCRIPTION OF PREMISES**

Subject to and upon the terms, provisions and conditions herein set forth, Lessor does hereby lease, demise, and rent to the Lessee and the Lessee does hereby lease, demise and rent from the Lessor the real property described below and on the attached **Exhibit "A"** (hereafter "the Property" or "Leased Premises").

Carter Parramore Academy football field and parking lot only

See also attached **Exhibit "A"**

As used in this lease, the term "premises" refers to only the real property described above.

### **2. TERM**

The initial term of this lease shall be for twelve (12) months, commencing on the 11<sup>th</sup> day of October, 2013 and ending at midnight on the 11<sup>th</sup> day of October, 2014. As used in this lease, the expression "term of this lease" refers to the time period hereinabove described. Upon the agreement of both parties, this Lease Agreement may be renewed annually upon thirty (30) days notice prior to the expiration of the current Lease. This lease agreement may be amended by the parties during its term. Any amendment must be agreed to by the parties, be reduced to writing and signed by both parties to become effective. No verbal amendments are effective or binding.

### **3. RENT**

The total rent for the initial term shall be \_\_\_\_\_, which Lessee shall pay to the Lessor, without deduction or offset, at such place or places as may be designated from time to time by Lessor.

### **4. WARRANTIES OF TITLE AND QUIET POSSESSION**

Lessor covenants that Lessor is seized of the leased premises in fee simple and has full right to make this lease and that Lessee shall have quiet ad peaceable possession of the leased premises during the term of this lease.

### **5. USES PROHIBITED**

Lessee shall not use or permit the leases premises, or any part of them, to be used for any purpose or purposes other than conducting the purposes for which the premises are leased. No use shall be made or permitted to be made of the premises, or any part of the premises nor shall Lessee 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. Lessee 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. No parking shall be allowed on any area not designated for parking. No parking shall be allowed on the athletic field.

### **6. WASTE AND NUISANCE PROHIBITED**

During the term of this lease, Lessee shall comply with all applicable laws affecting the leased premises, the breach of which might result in any penalty on Lessor or forfeiture of Lessor's interest in the premises. Lessee shall not commit or suffer to be committed any waste on the leased premises, or any nuisance.

### **7. MAINTENANCE OF PREMISES**

Lessee shall maintain the premises by making sure the field is kept in good condition. Lessee agrees to perform the following tasks related thereto:

- Mowing
- Filling in any holes
- Replacing grass
- Cleaning the field and area used picking up any trash or litter thereon
- Any other task deemed necessary to maintain the football field

Lessee also agrees to maintain the track and parking area in good condition. Lessee agrees to perform the following tasks related thereto:



Prohibiting vehicles from parking in areas not designated for parking  
Prohibiting vehicles from parking on the track or football field  
Cleaning the parking lot and track and picking up any trash or litter thereon

In addition, Lessee agrees to provide adequate restroom facilities, i.e. Port-a-Lets, during the time the premises are in use. Lessee shall be responsible for removal when not in use. At no time is Lessee, its officers, agents, employees, invitees, or licensees authorized to utilize any restroom or other facilities of any buildings owned by Lessor that are located on or near the premises being leased.

Lessee, its officers, agents, employees, invitees, or licensees shall not use any facilities or buildings owned by Lessor that are located near the premises being leased to provide concessions services during any activity held or sponsored by Lessee. Any concession services offered shall be confined to facilities provided or furnished by Lessee that are removed when not in use. Lessee shall not allow glass containers to be brought onto the premises or alcoholic beverages to be brought onto the premises.

## **8. USE OF PREMISES**

Lessee shall use the premises only during times when school is not in session. In the event a conflict arises between the Lessor and the Lessee regarding the use of the premises, even after normal school hours, Lessor's use of the premises takes preference. However, each party agrees to cooperate in good faith to develop a schedule for use of the premises that meets the needs of each. Lessee will provide adequate security during those times it, its officers, agents, employees, invitees or licensees are using the premises. Use of these premises must be coordinated with other the School Board and other affected entities or groups. The Superintendent's designee for purposes of this paragraph is:

Wayne Shepard  
Director of Facilities  
35 Martin Luther King Jr., Blvd  
Quincy, Florida 32351  
(850) 627-9888

## **9. LESSOR'S RIGHT OF ENTRY**

Lessee shall permit Lessor and the agents and employees of Lessor to enter the leased premises at all reasonable times for the purpose of inspecting such premises.

## **10. SUBLETTING AND ASSIGNMENT**

Lessee shall not sublet the premises in whole or in part at any time. Lessee shall not assign or transfer this lease, or any interest in it, without the prior written consent of Lessor, 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 the lessor, terminate this lease.

Neither this lease nor the leasehold estate of Lessee nor any interest of Lessee under this lease in 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, and any attempted involuntary assignment, transfer, or sale shall be void and of no effect and shall, at the option of the Lessor, terminate this lease.

### 11. 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 LESSOR:                      Reginald James, Superintendent  
   Gadsden County School District  
   35 MLK, Jr. Boulevard  
   Quincy, Florida 32351  
   (850) 627-9651

TO LESSEE:                      Jose Cervantes  
   President  
   Liga Regional De Soccer

\_\_\_\_\_, Florida  
(850) 459-5037

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.

### 12. ALTERATIONS, IMPROVEMENTS

Alterations, improvements, and changes are not permitted. Lessee shall not have the right to make such alterations, improvements or changes to the premises or any building located on the premises. Any improvements made to the premises in violation of this lease shall become the property of the Lessor.

### 13. LIENS

Lessee shall keep all of the premises and every part of the premises free and clear of any and all mechanics', materialmens', 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 Lessee, any alteration, improvement, or repairs or additions which Lessee may make or permit to cause to be made, or any work or construction, by, for, or permitted by Lessee on or about the premises, or any obligations of any kind incurred by Lessee. Lessee 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 Lessor and all of the

premises and any improvements on the premises in violation of this agreement against all liens and claims of liens and suits or other proceedings pertaining to those liens. Lessee shall give Lessor written notice no less than five (5) days in advance of the commencement of any construction, alteration, addition, improvement, or repair, in order that Lessor may post appropriate notices of Lessor'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 Lessee, any agent or contractor, or subcontractor of any of them (such work, labor, or materials being "**Lessee's Work**"), Lessee shall, at Lessee'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 Lessor without exception for loss or damage to Lessor's interest in the Premises that may be occasioned by such lien; or (c) deposit with Lessor 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 Lessor or any agent of Lessor in connection with any Lessee's Work or any lien for any Lessee's Work, Lessee either shall, at its cost, defend the same on behalf of Lessor 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 Lessor of the Premises, or both, to satisfy such award or judgment.

#### **14. INDEMNIFICATION OF LESSOR**

Lessor 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 Lessee 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 Lessee or any visitor, or user or any portion of the premises, or shall result from or be caused by any other matter or thing. Lessee shall indemnify Lessor 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 Lessor, its agents, employees, or business invitees.

#### **15. 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.

## **16. REDELIVERY OF PREMISES**

Lessee shall pay the rent and all other sums required to be paid by Lessee 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, Lessee shall peaceably and quietly quit and surrender the premises to Lessor in good order and condition subject to the other provisions of this lease. In the event of the non-performance by Lessee of any of the covenants which Lessee has undertaken, this lease may be terminated as otherwise provided herein.

## **17. REMEDIES CUMULATIVE**

All remedies conferred on Lessor shall be deemed cumulative and no one exclusive of the other, or of any other remedy conferred by law.

## 18. INSURANCE

### Casualty Insurance

a. Fire and Extended Coverage. Lessee, at its own expense will at all times keep the buildings and improvements on the Premises insured against all loss by fire, with extended coverage and such other coverage as is customarily maintained by owners of like properties in Quincy, Florida, in each case in an amount sufficient to prevent Lessor and Lessee 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. Except as otherwise provided, all insurance provided by Lessee as required in this agreement shall be procured from companies licensed to transact business in the State of Florida. Lessor shall be named as an additional insured on all policies casualty of liability insurance. Certificates evidencing such insurance shall be delivered to Lessor upon the execution of this Lease, and renewals thereof shall be delivered to Lessor 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 Lessor.

c. Insurance proceeds. In the event of loss under any such policy or policies, Lessor may, at its option, require Lessee 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 Lessor; or, in the alternative, Lessor may require Lessee 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 Lessor.

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 determines 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 the contrary contained in this section, Lessee's obligation 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 Lessee; provided, that the coverage afforded Lessor 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. Lessee, at its own expense, shall provide and keep in force for the benefit of the Lessor and Lessee, 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 One Million Dollars (\$1,000,000.00) in respect to injuries to or death of more than one person in any one occurrence, and not less than Five Hundred Thousand (\$500,000.00) in respect to damage to property. Lessee shall furnish Lessor with a certificate of such insurance.

## **19. PROHIBITION OF INVOLUNTARY ASSIGNMENT**

Neither this lease nor the leasehold estate of Lessee nor any interest of Lessee 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 to involuntary assignment, transfer, or sale shall be void and of no effect.

## **20. NOTICE OF DEFAULT**

Except as to the provisions of Section II of this lease, Lessee 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 Lessor shall first give to Lessee ten (10) days written notice of the default and Lessee fails to cure the default within thirty (30) days.

## **20. DEFAULT**

In the event of any breach of this lease by Lessee, Lessor, in addition to the other rights or remedies it may: (a) terminate this Lease, in which event Lessee shall immediately surrender the Leased Premises to Lessor, and if Lessee shall fail to do so, Lessor may, without further notice and without prejudice to any other remedy Lessor may have for possession or arrearage in rent, enter upon the Leased Premises and expel or remove Lessee and its property, by force if necessary, without being liable to prosecution or any claim for damages therefore, and Lessee agrees to indemnify Lessor for all loss and damage which Lessor may suffer be 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 Lessee. Under no circumstances, however, shall Lessor be entitled to accelerate the rental payments to the end of the Lease term. Lessor shall only be entitled to unpaid and outstanding payments due up to the date of the default or the date Lessor shall take

possession of the premises, whichever shall first occur. Such payments shall be deemed the measure of the Lessor's damages in the event of a default and shall, further, be considered liquidated damages and not a penalty.

## **22. LESSOR'S RIGHT TO PERFORM**

In the event that Lessee 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 Lessor specifying the nature of the act or thing to be done or performed, then Lessor 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 Lessor shall so elect, and Lessor shall not be or be held liable or in any way responsible for any loss, inconvenience, annoyance, or damage resulting to Lessee on account of it and Lessee shall repay to Lessor on demand any expenses, including compensation to the agents and employees of Lessor. Any act or thing done by Lessor pursuant to the provisions of this section shall not be construed as a waiver of any such default by Lessee, 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 Lessor.

## **23. PARTIES' OPTION TO TERMINATE**

Either Party shall have the right to terminate the Lease by giving at least thirty (30) days written notice to the other Party of its intention to terminate this Agreement. On the effective date of such termination, Lessee shall be relieved from all further liability under this lease, and shall deliver possession of the leased premises to Lessor. All lease payments accruing during the 30-day notice of termination period or due prior to such period shall be paid to Lessor without delay.

## **24. SURRENDER OF LEASE**

The voluntary or other surrender of this lease by Lessee, or a mutual cancellation of this lease, shall not work as a merger.

## **25. WAIVER**

The waiver by Lessor of or the failure of Lessor 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 of this lease. The subsequent acceptance of rent under this lease by Lessor shall not be deemed to be a waiver of any preceding breach by Lessee of any term, covenant, or condition of this lease, other than the failure of Lessee to pay the particular rental so accepted, regardless of Lessor's knowledge of the preceding breach at the time of acceptance of rent.

**26. 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, administrator, and assigns of all of the parties to this lease.

**27. 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.

**28. SECTION CAPTIONS**

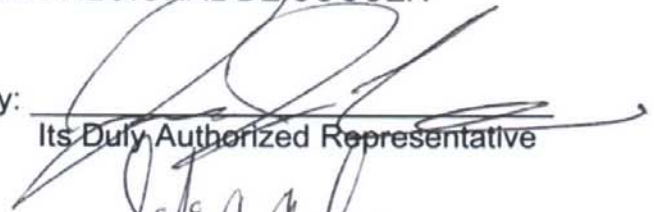
The captions appearing under the section number designations of this lease are for convenience only and are not a part of this lease and do not in any way limit or amplify the terms and provisions of this lease.

Executed on this 11<sup>th</sup> day of October, 2013.

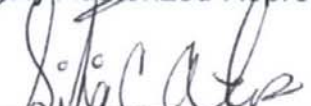
SCHOOL BOARD OF GADSDEN COUNTY

LIGA REGIONAL DE SOCCER

By: \_\_\_\_\_  
Board Chair

By:   
Its Duly Authorized Representative

Attest: \_\_\_\_\_  
Superintendent

Attest:   
Secretary

(SEAL)



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 8S

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEM:** Approval of Galloway Academy Charter School

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:**

All charter school applications will be submitted to the Board with a recommendation for approval or denial no later than sixty (60) calendar days after the application is received.

Therefore, the Galloway Academy (Foreign Language Immersion Charter School) is submitted with recommendation for approval.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:**  Rosalyn W. Smith

**POSITION:** Deputy Superintendent

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: \_\_\_\_\_

Galloway Academy  
Foreign Language Immersion Charter School

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**APPLICATION COVER SHEET**

**NAME OF PROPOSED CHARTER SCHOOL:** Galloway Academy (Foreign Language Immersion Charter School)

**NAME OF NONPROFIT ORGANIZATION/MUNICIPALITY UNDER WHICH CHARTER WILL BE ORGANIZED OR OPERATED:** Reach One Teach One INC

Provide the name of the person who will serve as the **primary contact** for this Application. The **primary contact** should serve as the contact for follow-up, interviews, and notices regarding this Application.

**NAME OF CONTACT PERSON:** Traneisha Galloway and Alma Venisee  
**TITLE/RELATIONSHIP TO NONPROFIT:** Executive Director and President

**MAILING ADDRESS:** 1715 West Jefferson Street

**PRIMARY TELEPHONE:** (404) 213-3649 **ALTERNATE TELEPHONE:** (850) 570-2003  
**E-MAIL ADDRESS:** [traneishal.galloway@gmail.com](mailto:traneishal.galloway@gmail.com) or [almavenisee@aol.com](mailto:almavenisee@aol.com)

**NAME OF EDUCATION SERVICE PROVIDER (if any):** N/A

**NAME OF PARTNER/PARENT ORGANIZATION (if any):** \_\_\_\_\_  
 \_\_\_\_\_

**Projected School Opening:** 2014-2015 School Term

| School Year | Grade Levels | Total Projected Student Enrollment | Student Enrollment Capacity (if known) |
|-------------|--------------|------------------------------------|--|
| First Year  | K-5          | 108                                | 108                                    |
| Second Year | K-5          | 108                                | 108                                    |
| Third Year  | K-5          | 108                                | 108                                    |
| Fourth Year | K-5          | 108                                | 108                                    |
| Fifth Year  | K-5          | 108                                | 108                                    |

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the applicant.

Traneisha Galloway  
 Signature

Executive Director  
 Title

Traneisha Galloway  
 Printed Name

Aug. 1st 2013  
 Date

## I. EDUCATIONAL PLAN

### Section 1: Mission, Guiding Principles and Purpose

A. Provide the mission statement for the proposed charter school.

*The mission statement should, in a few concise sentences, indicate what the school intends to do, for whom and to what degree. A school's mission statement provides the foundation for the entire application.*

Vision: Providing students with individual support and development with appropriate educational program as well as a plan that meet the student needs, resulting in high academic achievement producing life-long learners in a diverse society.

Mission: The mission of Galloway Academy (Foreign Language Immersion Charter School) is to create a safe learning environment to cultivate and equip the whole child with the knowledge and capability to succeed in today's society. We strive to promote edifying opportunities that lead to the road of success within this diverse, rapidly changing society by providing a strong focus on Differentiated Instruction. The focus will be on giving teachers more opportunities to teach students how to effectively read, write, problem-solve, and communicate (emphasizing the importance of fluency in a foreign language: Spanish, with daily lessons in this language incorporated into our class schedules).

B. Describe how the school will utilize the guiding principles found in section 1002.33(2)(a), F.S.

*In accordance with the law, charter schools shall be guided by the following principles:*

- *Meet high standards of student achievement while providing parents flexibility to choose among diverse educational opportunities within the state's public school system.*
  - The school purposes to meet high standards of student academic achievement by aligning its curriculum with the Next Generation Sunshine - Common Core State Standards and the educational requirement of the NO Child Left Behind Act (NCLB). This mixture is to meet high academic standards that link with a high

degree of local parental choice and community involvement; provides for the standards: flexibility and diversity envisioned by the Charter School Statute. Reaching high performances at the school means, “to cultivate and equip the child with the knowledge and capability to succeed in today’s society,” given appropriate learning tools, measurable progress supported by consistent data, and variety differentiated instructional that match a student learning style. To ensure our students are meeting the Next Generation Sunshine - Common Core State Standards an implementation of different curriculums will be used. The following curriculums are aligning with Next Generation Sunshine - Common Core Standards: The school’s reading curriculum will be SRA Imagine It! Reading and Language Arts Program in (English and Spanish) with cross connection including, the Curriculum Connections Kit, which contains cross-curricular activities in science, social studies, math, and art that is a Florida adopted reading program. Likewise, the Math Curriculum will be Excel Math; Science Curriculum: Pearson Interactive Science and Social Studies Curriculum: Pearson my World Social Studies.

The school is committed to providing parents and students with a thorough explanation of the curriculum and the new state common-core standards, expectations and requirements of the school. Nevertheless, the information about the school will be carried out in several ways such as: open house, published information and brochures, etc. Once the student is enrolled and there after the start of school parents continue to have flexibility to monitor their child’s behavioral and academics progress online and/or through parents’ conferences. Since, the school shadows a continuous improvement model; parents have access to real time progress monitoring on their child’s level of performance according to class work, test grade and weekly progression of the Next Generation Sunshine State- Common Core State Standards. Parents have every right to be aware of their child’s performance therefore information is provided to parents that allow them to schedule a conference, ask questions or shadow their child just to be aware of their child academics success.

- *Promote enhanced academic success and financial efficiency by aligning responsibility and accountability.*

Galloway Academy (Foreign Language Immersion Charter School) is committed to producing high academic achievement. We believe that successful academics cannot happen if the organization does not run effectively and if the school is not faithful to the terms of its charter. If the proposed school is chartered, Governing Board, in conjunction with the Executive Director, will establish a process for collecting data that will serve as evidence of the school's effectiveness of operation and which will inform potential changes in the school operation if needed.

During the school's planning year and in the first year of operation, the Executive Director, Principal and Governing Board will collect baseline data on the school's enrolled students as data from other charter schools and the Gadsden County School District, to determine ambitious yet realistic goals to set for the school accountability plan.

All data on students and the school as a whole will be accessible via the school information management system. Teachers will record the majority of this information weekly, using internally developed assessment tools that measure students' progress towards standardized test. In addition, the charter will administer standardized tests and record the results of these evaluations in the school system. Information on the student achievement assessments will be disaggregated through the information management system and used by teachers, groups of teachers, and the Head of School to adjust curriculum and instruction in the school. The Executive Director, Principal and Governing Board will review data on student achievements and other key school outcomes quarterly in order to ensure that the school will fulfill its mission.

On the other hand, the school's governing board has local control over the budget and approval of expenditures, and it is ultimately responsible for the results produced in the school, based upon its charter. The Governing Board will delegate certain day-to-day and set policies and regulations and responsibilities to the school who will be responsible for controlling expenditures according to the budget and for producing academic results according to the Governing Board's directives; thus ensuring that accountability and responsibility continue to be monitored in this chain of command.

The school will have a clear budget and an Administrative Assistant to monitor financial expenditures at the school, consistent with the budget. The Administrative Assistant will report to both the Principal and Executive Director and the Director will report to the governing board, which will review routine expenditures and

purchase orders to ensure that they are in financial compliance. The Governing Board will receive and review monthly financial statements and academic progression reports to ensure that expenditures and academics results are consistent with the goals of the District's citizens and the charter.

- *Provide parents with sufficient information on whether their child is reading at grade level and whether the child gains at least a year's worth of learning for every year spent in the charter school.*

The proposed charter school is explicitly designed to accommodate the target population. Students who enter the school below grade level will be given individualized attention in meeting proficiency of difficulty. Students will be required to utilize tutoring services after school, with support from their instructor, and will receive intensive instructional support during Reading Block. In addition, the school will ensure that teachers, students and parents always know exactly how their child (ren) are progressing and in which areas they need more guided and individualized instruction for mastery.

In the content area of reading the students baseline assessment will be conducted at the beginning of each year to determine a student's reading level and whether or not they are reading on grade-level. Baseline assessment provides all stakeholders with information needed to identify students' strengths and weaknesses and to effectively target instruction. Baseline assessments include but are not limited to the Florida Comprehensive Assessment Tests (FCAT 2.0), (3<sup>rd</sup> thru 5<sup>th</sup> grade) and Florida Assessments for Instruction in Reading (FAIR K-2<sup>nd</sup> grade).

- C. Describe how the school will meet the prescribed purposes for charter schools found in section 1002.33(2)(b), F.S.

*In accordance with the law, charter schools shall fulfill the following purposes:*

- *Improve student learning and academic achievement.*

The proposed charter will focus on Student-centered learning to improve the student learning and academic environment. Student-centered learning is key to preparing students with the skills they need to be college and career ready. By focusing learning on student pace and progress, student-centered learning puts students at the center of their education, helping them engage more actively in

the learning process and making all subjects more relevant to them by focusing education on student learning and while preparing the students to test.

In the student-centered instructional model, students take ownership for their learning. The process of building a successful student-centered learning community begins with three preliminary activities that are critical to a successful implementation:

- Creating a shared classroom vision
- Developing a common language
- Maintaining daily rituals and routines

In student-centered learning environments, the school year begins with students creating a shared vision. This process sets the stage for how the classroom will function during the year and how it will look and sound. It is in this type of learning environment where students first begin to understand that they are at the center of their learning.

- *Increase learning opportunities for all students, with a special emphasis on low-performing students and reading.*
- ◆ Galloway Academy (Foreign Language Immersion Charter School) is explicitly designed to accommodate students. Students who enter the school low performing in reading will be given individualized attention in meeting proficiency in areas of difficulty. Students will be required to utilize tutoring services after school, will have support from a staff that is reading endorsed, and will receive intensive instructional support during reading periods. In addition, students will be provided an after school program with hands on experience to reinforce learning. Galloway's Academy standards-based approach ensures that teachers, students, and parents always know exactly how students are progressing and in which areas they need more guided and individualized instruction for mastery. There will also be additional help sessions provided under umbrella of Reach One Teach One, INC here are the following:

#### **Academic /Homework Help Session**

- ◆ The school will require low-performing students to attend the help sessions to get additional help in academic areas during office hours throughout the week to assist



students in need of extra practice. Teachers are asked to be available outside of instructional periods. This extra help with the students is critical for those who need a structured practice environment; nevertheless provide uninterrupted feedback throughout the educational process.

### **Tutoring**

- ◆ When learning gains are not processing at an agreed upon rate for all stakeholders there are additional resources available. For students that require extra help through intervention, tutoring will be available at our school. These sessions are derived from our teachers planning and after school are applied to those students requiring extra intervention to bring them u to grade level expectations. Teachers use a set curriculum in small group setting targeted to students' skill deficiencies are determined by diagnostic and formative data.
- ◆ On the other hand, involving parents and students involving them in a collaborative manner is critical to successful implementation. Initiating and strengthening collaboration among school, home, and communities, provides the basis support and reinforcement of students' learning. Our plan for assisting remedial students accounts for collaboration between all stakeholders as well as continuous monitoring of progress throughout the learning process.
- *Encourage the use of innovative learning methods.*

Innovative learning methods will be used to assist teachers in providing instruction to students to facilitate; drive students into the 21<sup>st</sup> century. Teachers and students will have technology integrated in the classroom through variety of modalities such as:

- Laptops
- Interactive White Board
- Audio Station

Teachers will be trained to infuse technology into students learning to reach academic achievement for each student. The goal of the technology within a classroom is for the students to have an optimal experiential learning environment using some form of technology.

- *Require the measurement of learning outcomes.*

- ◆ Baseline data on each student (including intake interview notes, previous school records, standardized test scores and students work samples) are recorded in the school's information management system.
- ◆ Teachers access data via the information management system in order to determine which students might be at risk (due to high/low cognitive skills, levels of performance, circumstances related to background, etc.)
- ◆ Form teacher's teams to conduct meeting on each students that is likely need ESL, special education, counseling, tutoring, mentoring, or literacy support, schedule in class and out of class services, and meet with parents and students for input.
- ◆ Form teams to conduct meeting about students performing above grade level in order to discuss available support services, including providing students with high lever grade course work, or differentiating work and meet with parents and students for input.
- ◆ Teacher designs curriculum and instruction anticipating specific students' needs
- ◆ Teachers assess student's work continuously in order to revise curriculum and instruction so that it challenges all students appropriately. Professional development time will be dedicated to responding to assessments of students' progress.

D. Describe how the charter school will fulfill, the optional purposes of charter schools found in section 1002.33(2)(c), F.S. This section is optional. N/A  
*In accordance with the law, charter schools may fulfill the following purposes:*

- *Create innovative measurement tools.*
- *Provide rigorous competition within the public school district to stimulate continual improvement in all public schools.*
- *Expand the capacity of the public school system.*
- *Mitigate the educational impact created by the development of new residential dwelling units.*
- *Create new professional opportunities for teachers, including ownership of the learning program at the school site.*

**Evaluation Criteria: Mission, Guiding Principles and Purpose**

Reviewers will look for:

- A compelling mission statement that defines the guiding principles and values of the school.
- A set of priorities that are meaningful, manageable and measurable, and focus on improving student outcomes.

-



## Section 2: Target Population and Student Body

A. Describe the anticipated target population to be served.

*If applicable, applicants should describe if they will target, in accordance with the law, certain populations defined in section 1002.33(10)(e), F.S.*

The school will serve a maximum of 108 students age 5 (by September 1<sup>st</sup>)- in grades kindergarten through fifth grade. In accordance with Federal and State anti-discrimination laws and in accordance with the Florida Educational Equity Act, Section 1000.05(2)(a), the school will not discriminate on the basis of race, gender, ethnicity, national or ethnic origin, or disability in the admission of students.

The School's population possibly will consist of the following (no concrete demographics):

- Pursuant to F.S. 1002.22(10)(a), the school shall be open to any age/grade appropriate student residing within the School District. In compliance with Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities in Education Act, and the Americans with Disabilities Act all students regardless of disability will have equal access to the school. In accordance with state law, where all necessary accommodations that do not impose an "undue hardship" will be made by the school to include students with disabilities.
- Pursuant to F.S. 1002.33 (10)(f), students served in Exceptional Student Education (ESE) or English of Speakers of Other Languages (ESOL) programs shall have equitable opportunity of being selected for enrollment.
- Pursuant to F.S. 1002.33 (10)(g), students may withdraw from the school at any time and enroll in another public school in accordance with district policy.
- Pursuant to F.S. 1002.33(10)(b), the School will enroll any eligible student who submits a timely application, unless the number of application exceeds the capacity of the program, class grade level, or building at which that time a lottery shall be conducted.
- At-risk students

B. Provide the following projection for each year of proposed operation: the grades that the school will serve, the projected number of students to be served in each

grade, the number of students expected in each class, and the total number of students enrolled.

The table below provides: projection for each year of proposed operation; the grades the school will serve; the projected number of students to be served in each grade and the number expected in each class and the total number enrolled for each year of the proposed charter.

|                       | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|-----------------------|--------|--------|--------|--------|--------|
| Kindergarten          | 18     | 18     | 18     | 18     | 18     |
| 1 <sup>st</sup> Grade | 18     | 18     | 18     | 18     | 18     |
| 2 <sup>nd</sup> Grade | 18     | 18     | 18     | 18     | 18     |
| 3 <sup>rd</sup> Grade | 18     | 18     | 18     | 18     | 18     |
| 4 <sup>th</sup> Grade | 18     | 18     | 18     | 18     | 18     |
| 5 <sup>th</sup> Grade | 18     | 18     | 18     | 18     | 18     |
| Total                 | 108    | 108    | 108    | 108    | 108    |

C. Provide a description of how the student population projections were developed.

The Executive Director and Governing Board main goal is to increase academic achievement one child at a time. Therefore, providing smaller classroom size will allow adequate direct instruction, one-on-one instructional and extra attention in small setting to increase student's academics success. On the other hand, we want our students to matriculate through the school all the way up to their 5th grade year. This will ensure continuous improvement and proper academic tracking. Every year the school will accept new students according to demand and availability

**Evaluation Criteria: Target Population and Student Body**

Reviewers will look for:

- An understanding of the students the charter school intends to serve.
- If the applicant proposes to target certain populations, the projected student body should align with the overall mission of the school.

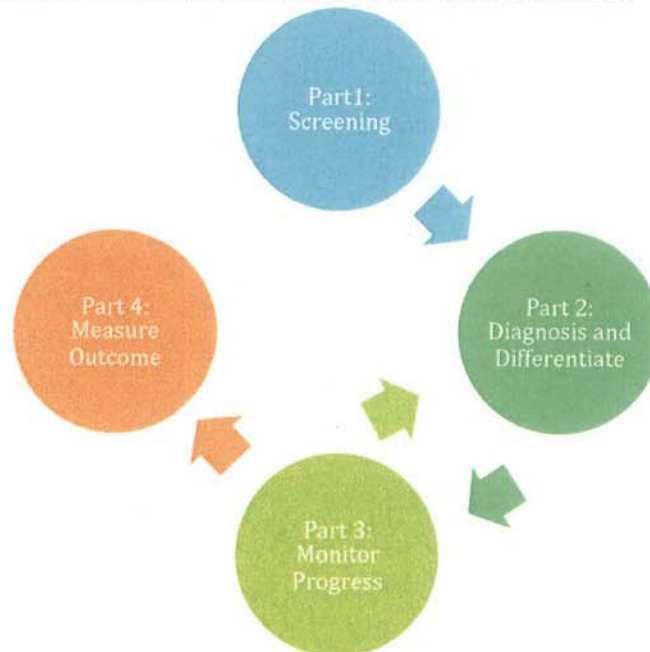
### Section 3: Educational Program Design

- A. Describe the school's daily schedule and annual calendar, including the annual number of days and hours of instructional time.

The school will follow the District's annual calendar, including the numbers of days. The School's course offering reflects FLDOE course coding and the School's instructional day will accommodate a minimum of 300 minutes.

- B. Describe the proposed charter school's educational program.

The Educational Model is implemented within a McGraw Hill framework of continuous improvement to ensure its validity and the development of supporting tools to meet the needs of each individual student.



**Part 1: Administer:** the initial benchmark assessment as a screener to target students who are at risk of failing to meet the end of the year measurements

**Part 2: Diagnosis and Differentiate:** Diagnosis student's strengths and weakness and differentiate instructions according to their abilities

Part 3: Monitor Progress: weekly, monthly or anytime as needed with both formal and informal assessments.

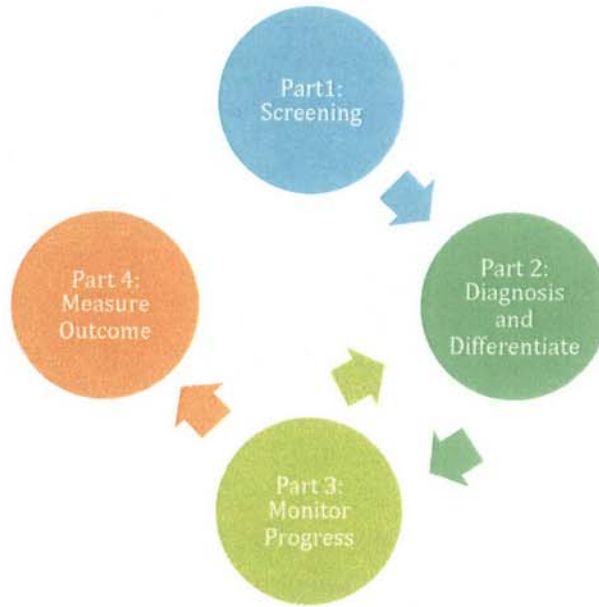
**\*NOTE\* Diagnosing, differentiating instruction, and monitoring progress is an ongoing cycle.**

Part 4: Measure Outcome: Administer summative assessments such as lessons, benchmark, or state assessments to ensure students outcome.

However, the above outline was designed to provide the process of improving student learning of academic achievement. The steps are used to promote teachers reflecting upon the work of each of their students individually and then carry over to with implementation of strategies and supplementation to help each student. The Educational Model is used to withstand a constant cycle of tracking progress for master of standards so that students are able to find success in their own methods of learning.

C. Describe the research base for the educational program.

The Educational Model is implemented within a McGraw Hill framework of continuous improvement to ensure its validity and the development of supporting tools to meet the needs of each individual student. The Education Model was developed based on 45 years of research of McGraw Hill Framework as a structure that drives administrators and teachers to better understand, be able to explain, and make predictions about the elements needed for each student to master the Next Generation Sunshine State-Common Core Standards. Educational best practices, technology, communication and documentation tools are revised and created to support the implementation of the model so that teachers have support necessary to meet the needs of each student.



The above outline was designed to provide the process of improving student learning of academic achievement. The steps are used to promote teachers reflecting upon the work of each of their students individually and then carry over to with implementation of strategies and supplementation to help each student. The Educational Model is used to withstand a constant cycle of tracking progress for master of standards so that students are able to find success in their own methods of learning.

SRA McGraw Hill Educational plan are completely integrated with the Differentiated Instruction Workshop activities that equip teachers with resources and opportunities for English-Language Learners (ELL), Challenge, Re-teach, and Intervention. The program's Workshop Kit includes manipulative and games students use to practice and refine their skills in a fun and engaging manner.

ELL students also benefit from the SRA McGraw Hill Educational Plan, which includes physical examples that are needed to reinforce English, and to transition from Spanish to English.

SRA's Educational Program Designed authored by the most recognized experts in the field, Drs. Doug and Lynn Fuchs, authors of tools such as Yearly ProgressPro(TM), CTB/McGraw-Hill's online progress monitoring system built on 25 years of research in the scientific methodology of Curriculum Based Measurement, which has been proven to be a highly effective method for improving student learning outcomes. The Fuchses' assessment expertise



ensures that the needs of all learners are met through progress-monitoring opportunities. These authors also developed the educational programs thorough and effective benchmark assessments to help students succeed on state and other high-stakes tests.

D. Explain how the educational program aligns with the school's mission.

The mission of Galloway Academy (Foreign Language Immersion Charter School) is to create a safe learning environment to cultivate and equip the whole child with the knowledge and capability to succeed in today's society. We strive to promote edifying opportunities that lead to the road of success within this diverse, rapidly changing society by providing a strong focus on Differentiated Instruction. The focus will be on giving teachers more opportunities to teach students how to effectively read, write, problem-solve, and communicate (emphasizing the importance of fluency in a foreign language: Spanish, with daily lessons in this language incorporated into our class schedules. The SRA McGraw Hill educational program aligns with the school's mission it has a strong focus on Differentiated Instruction, giving teachers more opportunities to teach every student how to effectively read, write, and communicate," according to: Ruth Cochrane, SRA's vice president and publisher.

The educational program contains an assessment plan for meeting Annual Measureable Objectives Outcome that will help close the gap for students through lesson assessments, diagnosis and differentiation, and benchmark assessments that provide a snapshot of each student's progress at any time.

E. Explain how the services the school will provide to the target population will help them attain the Next Generation Sunshine State-Common Core Standards, as required by section 1002.33, F.S.

The school will provide: curriculums in the core academic areas that attain the Next Generation Sunshine-Common Core Standards by making sure the core academic area curriculum is aligned with the Next Generation Sunshine State-Common Core Standards, tutoring session, academic afterschool program that will provide a

strong focus on Differentiated Instruction, teach every student how to effectively read, write, communicate and problem-solve. Nevertheless, to ensure to our staff are prepared to teach our student the common core standards. The staff will obtain the proper training for common-core standards: the charter will adhere to the Florida Department of Education (<http://www.fldoe.org/schools/ccs.asp>) resources and to obtain professional development training during the planning year. The charter staff will obtain the following professional development: Common Core State Standards (CCSS) videos, Professional Learning Policy Review: A Workbook for States and Districts, Achieve the Core, Illustrative Mathematics, CPALMS, Core Planner, Professional Development Toolkits: English Language Arts Common Core State Standards (K-8), Model Content Frameworks and Classroom Resources to meet the quality training for professional development to help staff be prepared to teach according to the common core standards and facilitate learning in the classroom to meet common core standards. The site will also provide the following 2012 Common Core Summer Institutes: which provides the presentation and research based materials, techniques and tools to help prepare to common core.

The charter will also collaborate with the district for any additional training.

In addition, to ensure Galloway Academy staff support teaching methods and high standards for learning; that will lead to improved student performance for the target population: the staff will adhere to Teaching and Learning Framework by Marzano, The Insight Core Framework for (common core), Data Conference, Objective& Individual Learning Plan and the following are:

### **Marzano**

***Marzano's Nine Instructional Strategies for Effective Teaching and Learning***  
***(see attachment: [Appendix A](#) for Marzano Teacher Evaluation Instrument)***

Researchers at Mid-continent Research for Education and Learning (McREL) have identified nine instructional strategies that are most likely to improve student achievement across all content areas and across all grade levels.

#### **1. Identifying Similarities and Differences**

The ability to break a concept into its similar and dissimilar characteristics

allows students to understand (and often solve) complex problems by analyzing them in a more simple way.

Teachers can either directly present similarities and differences, accompanied by deep discussion and inquiry, or simply ask students to identify similarities and differences on their own. While teacher-directed activities focus on identifying specific items, student-directed activities encourage variation and broaden understanding, research shows.

Research also notes that graphic forms are a good way to represent similarities and differences.

### **Applications:**

- Use Venn diagrams or charts to compare and classify items.
- Engage students in comparing, classifying, and creating metaphors and analogies.

## **2. Summarizing and Note Taking**

These skills promote greater comprehension by asking students to analyze a subject to expose what's essential and then put it in their own words. According to research, this requires substituting, deleting, and keeping some things and having an awareness of the basic structure of the information presented.

### **Applications:**

- Provide a set of rules for creating a summary.
- When summarizing, ask students to question what is unclear, clarify those questions, and then predict what will happen next in the text.

## **3. Reinforcing Effort and Providing Recognition**

### **Marzano**

Effort and recognition speak to the attitudes and beliefs of students, and teachers must show the connection between effort and achievement. Research shows that although not all students realize the importance of effort, they can learn to change their beliefs to emphasize effort.

### **Applications:**

- Share stories about people who succeeded by not giving up.
- Have students keep a log of their weekly efforts and achievements, reflect on it periodically, and even mathematically analyze the data.

According to research, recognition is most effective if it is contingent on the achievement of a certain standard. Also, symbolic recognition works better than tangible rewards.

### **Applications:**

- Find ways to personalize recognition.
- Give awards for individual accomplishments.
- "Pause, Prompt, Praise." If a student is struggling, pause to discuss the problem, then prompt with specific suggestions to help her improve. If the student's performance improves as a result, offer praise

### **Applications:**

- Assign timed quizzes for homework and have students report on their speed and accuracy.
- Focus practice on difficult concepts and set aside time to accommodate practice periods.

## **Marzano**

### **4. Homework and Practice**

Homework provides students with the opportunity to extend their learning outside the classroom. However, research shows that the amount of homework assigned should vary by grade level and that parent involvement should be minimal. Teachers should explain the purpose of homework to both the student and the parent or guardian, and teachers should try to give feedback on all homework assigned.

### **Applications:**

- Establish a homework policy with advice-such as keeping a consistent schedule, setting, and time limit-that parents and students may not have considered.
- Tell students if homework is for practice or preparation for upcoming units.

- Maximize the effectiveness of feedback by varying the way it is delivered.

Research shows that students should adapt skills while they're learning them. Speed and accuracy are key indicators of the effectiveness of practice.

### **5. Nonlinguistic Representations**

According to research, knowledge is stored in two forms: linguistic and visual.

The more students use both forms in the classroom, the more opportunity they have to achieve. Recently, use of nonlinguistic representation has proven to not only stimulate but also increase brain activity.

#### **Applications:**

- Incorporate words and images using symbols to represent relationships.
- Use physical models and physical movement to represent information.

### **6. Cooperative Learning**

Research shows that organizing students into cooperative groups yields a positive effect on overall learning. When applying cooperative learning strategies, keep groups small and don't overuse this strategy-be systematic and consistent in your approach.

#### **Applications:**

- When grouping students, consider a variety of criteria, such as common experiences or interests.
- Vary group sizes and objectives.
- Design group work around the core components of cooperative learning- positive interdependence, group processing, appropriate use of social skills, face-to-face interaction, and individual and group accountability.

### **7. Setting Objectives and Providing Feedback**

Setting objectives can provide students with a direction for their learning. Goals should not be too specific; they should be easily adaptable to students' own objectives.

### **Applications:**

- Set a core goal for a unit, and then encourage students to personalize that goal by identifying areas of interest to them. Questions like "I want to know" and "I want to know more about . . ." get students thinking about their interests and actively involved in the goal-setting process.
- Use contracts to outline the specific goals that students must attain and the grade they will receive if they meet those goals.

### **Marzano**

Research shows that feedback generally produces positive results. Teachers can never give too much; however, they should manage the form that feedback takes.

### **Applications:**

- Make sure feedback is corrective in nature; tell students how they did in relation to specific levels of knowledge. Rubrics are a great way to do this.
- Keep feedback timely and specific.
- Encourage students to lead feedback sessions.

## **8. Generating and Testing Hypotheses**

Research shows that a deductive approach (using a general rule to make a prediction) to this strategy works best. Whether a hypothesis is induced or deduced, students should clearly explain their hypotheses and conclusions.

### **Applications:**

- Ask students to predict what would happen if an aspect of a familiar system, such as the government or transportation, were changed.
- Ask students to build something using limited resources. This task generates questions and hypotheses about what may or may not work.

## **9. Cues, Questions, and Advance Organizers**

Cues, questions, and advance organizers help students use what they already know about a topic to enhance further learning. Research shows that these tools

should be highly analytical, should focus on what is important, and are most effective when presented before a learning experience.

### **Applications:**

- Pause briefly after asking a question. Doing so will increase the depth of your students' answers.
  - Vary the style of advance organizer used: Tell a story, skim a text, or create a graphic image. There are many ways to expose students to information before they "learn" it.
- ✓ **The Insight Core Framework... (See attachment: Appendix B)**
- Uses the language and logic of the Common Core
  - Focuses on classroom instruction that promotes mastery of the Common Core
  - Helps observers focus on the instructional practices that will improve student outcomes and teacher practice with the Standards
- ✓ **Data Conference:**
- Data Conference: Throughout the year, as part of staff development, a member of the leadership team will lead a Data Conference to ensure that teachers have a clear understanding of the importance of data review and to instruct them in how to pin point what is needed in each classroom including but not limited to recognizing skills that each individual students needs to master. These particular Data Conferences include school-wide goal setting and classroom goal setting. The teacher then uses the data analyzed and meets with students to set individual students goal.
- ✓ **Objective & Individual Learning Plans:**
- The objective is viewed as a facilitator for the cohesion of the school as a team working toward the same goals. After the Data Conference, teachers meet with students to set personal individual goals. These objective are academic driven and allow students to track their own academic growth giving them a sense of success. An objective is also used after formative assessments as a mean to track improvement on academics standards.
  - Built within the objective (setting goals) is the development of an Individual Learning Plan for each student. The Individual Learning Plan is designed to

track individual student strengths and weakness and cumulative progress in attaining a year's worth of learning at a particular grade level. The individual planning is a collaborative effort among the student, parent, the teacher and other staff involved with the student's academic achievement. The Individual Learning Plans pinpoints the student's strengths and weakness and lists objective for improvement.

**The following information is gathering when assessing the student's strength and weakness:**

- The results of any achievement testing and classroom assessments
- The student's academic track prior to his/her performance
- Reports and observations from the student current teachers
- Information and suggestion s from the student parents and the students
- Student information about what they like to learn and parent information about how their child learns best (e.g. individual, small or large group etc.)
- Non-assessed student work and project based learning
- A measure of each student's rate of academic gains will be determined at the end of the school term and the comparison of learning gains made throughout the year.

If the school intends to replicate an existing school design<sup>1</sup>:

The proposed charter school will not replicate an existing school design.

F. Provide evidence that the existing design has been effective and successful in raising student achievement.

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<sup>1</sup> An applicant is considered to be replicating an "existing school design" if:

- The proposed school is substantially similar *overall* to at least one school, and
- The individuals and/or organization involved in the establishment and operation of the proposed school are deeply involved in the operation of the similar school(s).

For example, a plan to implement a specific program, such as a widely-used curriculum, would not be categorized as the replication of an existing school design.



*The effectiveness of an existing school design can be demonstrated by providing evidence of organizational viability and the success of the academic program, including compliance with legal requirements, as well as a direct relationship between program elements and student achievement.*

G. Describe the applicant's capacity to replicate an existing school design.

*The capacity to replicate can be demonstrated by providing credible and well-defined strategies for replication, including the financial and human resources necessary to replicate the design.*

#### **Evaluation Criteria: Educational Program Design**

Reviewers will look for an educational program design that:

- Is clear and coherent;
- Is based on effective, research-based educational practices and teaching methods, and high standards for student learning;
- Aligns with the school's mission and responds to the needs of the school's target population, and
- Presents evidence that the proposed approach will lead to improved student performance for the school's target population.

## Section 4: Curriculum Plan

- A. Describe the school's curriculum in the core academic areas, illustrating how it will prepare students to achieve the Next Generation Sunshine State-Common Core Standards.

In the core academic areas: listed below each curriculum is aligning in the core academic areas; the proposed curriculum the charter intends to implement is aligning to achieve the Next Generation Sunshine State-Common Core Standards.

### **Imagine It! Reading and Language Arts Curriculum**

The Imagine It! Reading and Language Arts Program: a reading program that has language arts and writing embedded into the curriculum. As outlined below, the school will adapt Imagine It! Curriculum as aligned with the Next Generation Sunshine State-Common Core Standards. The structure for what is taught at each grade-level, to ensure students achievement, Imagine It! Curriculum assures the following:

#### ***Imagine It! Curriculum Key principals***

- Instruction in five key areas of Reading
- **Phonemic Awareness:** Phonological and phonemic awareness activities in *Imagine It!* are based on a solid developmental progression that gives children the opportunity to work and play with words and sounds. Children first explore sentences and learn that sentences are made up of words. Then they work with rhymes and parts of words – syllables. Finally children manipulate the individual sounds in words. All the activities are fun and engage students in playing with and exploring the parts and sounds of language.
- **Systematic, Explicit Phonics:** Beginning in Kindergarten, students are introduced to sounds and letters. Students learn that sounds can be mapped onto letters, and those sounds and letters can be blended to read words. In Grade 1, students make the shift from mapping sounds onto letters to mapping sounds onto spellings. The introduction of sounds, letters, and spellings is systematic, explicit, and sequential so students can build on what they've learned. Sound/Spelling Cards are key to teaching phonics in *Imagine It!*

- **Fluency:** The concept of fluency is introduced in the early grades in *Imagine It!* When reading aloud, teachers model fluency as they use expression and intonation to support meaning. In Pre-K and Kindergarten, emergent readers learn about concepts of print that support fluency: learning about spaces and ending punctuation, reading from left to right, and automatically recognizing high-frequency sight words. Students apply this knowledge to reading *Pre-Decodables*. These skills are then combined with phonics skills to read *Decodables*, books containing phonetically regular and high-frequency sight words.
- **Vocabulary:** Words for instruction in *Imagine It!* were not chosen arbitrarily. They were selected based on the vocabulary research of Andrew Biemiller, Ph.D., who developed a comprehensive database of words students with large vocabularies know by the end of Grade 6. Biemiller's work identifies words all students need to know.
- **Comprehension:** Students need to learn and use critical strategies to help them make sense of text. In *Imagine It!*, the teacher uses "think-alouds," initially to model how to use important reading comprehension strategies and then gradually prompts student to use these strategies. Strategies include setting reading goals, visualizing, predicting and confirming predictions, asking questions and answering questions, summarizing, clarifying, making connections and adjusting reading rate. Because students actually use the strategies, they are engaged in making sense of what they are reading and their understanding dramatically increases. The following are critical strategies that can be emphasized:
  - Explicit instruction supported by progress monitoring
  - Time-saving lesson format
  - Easy-to-follow instructions
  - Differentiated Instruction in every lesson
  - Strong Inquiry/higher-order thinking strand
  - Frequent assessment opportunities with prescriptions
  - Innovative technology features
  - Robust writing strand
  - In-depth vocabulary instruction
  - Substantive fluency instruction and practice
  - Activities designed to foster student engagement at all levels

- **Math Curriculum: Excel Math**

- **Develop Higher-Order Thinking Skills:** The students' work with a variety of concepts each day. They tackle a variety of word problems. They learn to evaluate and solve problems, rather than perform algorithms by rote.

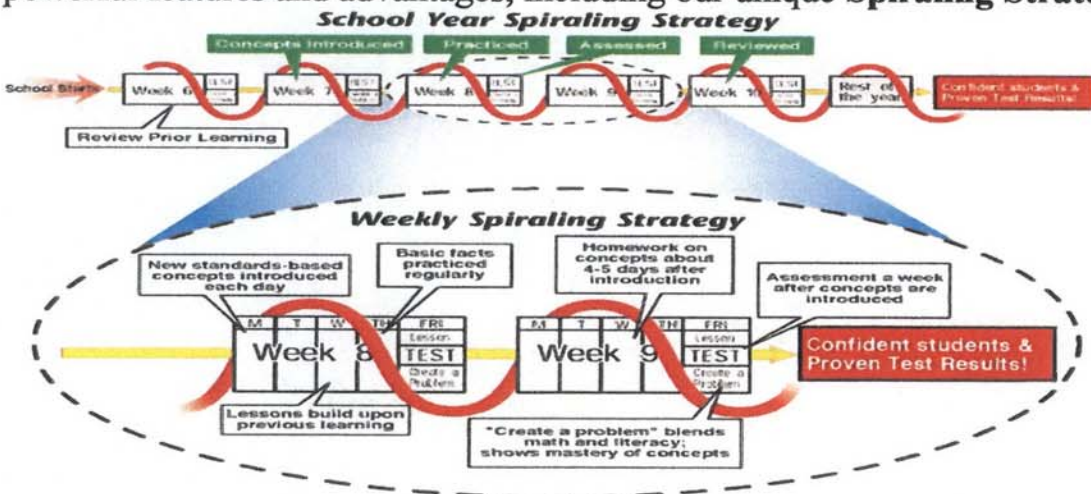
- **Build Proficiency:** Excel Math introduces new concepts while reviewing previously taught concepts. It gives students opportunity to master the old, while being challenged with the new.

- **Produce Confidence:** Students receive immediate feedback on their progress through Excel Math's unique [Check Answer](#) system.

- **Integrates Lessons:** Excel Math smoothly moves from one lesson to the next, gradually building on existing layers. This approach helps students see that math concepts are related and progressive.

- **Balances New and Review:** Each Lesson Sheet is made up of a variety of problems that incorporate review as well as introduction of new skills. Students are continuously challenged with new material, yet given the chance to continue mastering previous concepts.

- Using strategically placed spaced repetition; Excel Math gives you a proven approach to teach math concepts for long-term retention. **Excel Math** gives you powerful features and advantages, including our unique **Spiraling Strategy**.



- B. Describe the research base and foundation materials that were used *or will be used* to develop the curriculum.

**Marzano**

## ***Marzano's Nine Instructional Strategies for Effective Teaching and Learning***

Researchers at Mid-continent Research for Education and Learning (McREL) have identified nine instructional strategies that are most likely to improve student achievement across all content areas and across all grade levels.

### **1. Identifying Similarities and Differences**

The ability to break a concept into its similar and dissimilar characteristics allows students to understand (and often solve) complex problems by analyzing them in a more simple way.

Teachers can either directly present similarities and differences, accompanied by deep discussion and inquiry, or simply ask students to identify similarities and differences on their own. While teacher-directed activities focus on identifying specific items, student-directed activities encourage variation and broaden understanding, research shows.

Research also notes that graphic forms are a good way to represent similarities and differences.

#### **Applications:**

- Use Venn diagrams or charts to compare and classify items.
- Engage students in comparing, classifying, and creating metaphors and analogies.

### **2. Summarizing and Note Taking**

These skills promote greater comprehension by asking students to analyze a subject to expose what's essential and then put it in their own words. According to research, this requires substituting, deleting, and keeping some things and having an awareness of the basic structure of the information presented.

#### **Applications:**

- Provide a set of rules for creating a summary.
- When summarizing, ask students to question what is unclear, clarify those

questions, and then predict what will happen next in the text.

### **3. Reinforcing Effort and Providing Recognition**

#### **Marzano**

Effort and recognition speak to the attitudes and beliefs of students, and teachers must show the connection between effort and achievement. Research shows that although not all students realize the importance of effort, they can learn to change their beliefs to emphasize effort.

#### **Applications:**

- Share stories about people who succeeded by not giving up.
- Have students keep a log of their weekly efforts and achievements, reflect on it periodically, and even mathematically analyze the data.

According to research, recognition is most effective if it is contingent on the achievement of a certain standard. Also, symbolic recognition works better than tangible rewards.

#### **Applications:**

- Find ways to personalize recognition.
- Give awards for individual accomplishments.
- "Pause, Prompt, Praise." If a student is struggling, pause to discuss the problem, then prompt with specific suggestions to help her improve. If the student's performance improves as a result, offer praise

#### **Applications:**

- Assign timed quizzes for homework and have students report on their speed and accuracy.
- Focus practice on difficult concepts and set aside time to accommodate practice periods.

#### **Marzano**

### **4. Homework and Practice**

Homework provides students with the opportunity to extend their learning outside the classroom. However, research shows that the amount of homework assigned should vary by grade level and that parent involvement should be minimal. Teachers should explain the purpose of homework to both the student and the parent or guardian, and teachers should try to give feedback on all homework assigned.

#### **Applications:**

- Establish a homework policy with advice—such as keeping a consistent schedule, setting, and time limit—that parents and students may not have considered.
- Tell students if homework is for practice or preparation for upcoming units.
- Maximize the effectiveness of feedback by varying the way it is delivered.

Research shows that students should adapt skills while they're learning them. Speed and accuracy are key indicators of the effectiveness of practice.

### **5. Nonlinguistic Representations**

According to research, knowledge is stored in two forms: linguistic and visual.

The more students use both forms in the classroom, the more opportunity they have to achieve. Recently, use of nonlinguistic representation has proven to not only stimulate but also increase brain activity.

#### **Applications:**

- Incorporate words and images using symbols to represent relationships.
- Use physical models and physical movement to represent information.

### **6. Cooperative Learning**

Research shows that organizing students into cooperative groups yields a positive effect on overall learning. When applying cooperative learning strategies, keep groups small and don't overuse this strategy—be systematic and consistent in your approach.

#### **Applications:**

- When grouping students, consider a variety of criteria, such as common experiences or interests.

- Vary group sizes and objectives. \* Design group work around the core components of cooperative learning-positive interdependence, group processing, appropriate use of social skills, face-to-face interaction, and individual and group accountability.

## **7. Setting Objectives and Providing Feedback**

Setting objectives can provide students with a direction for their learning. Goals should not be too specific; they should be easily adaptable to students' own objectives.

### **Applications:**

- Set a core goal for a unit, and then encourage students to personalize that goal by identifying areas of interest to them. Questions like "I want to know" and "I want to know more about . . ." get students thinking about their interests and actively involved in the goal-setting process.
- Use contracts to outline the specific goals that students must attain and the grade they will receive if they meet those goals.

### **Marzano**

Research shows that feedback generally produces positive results. Teachers can never give too much; however, they should manage the form that feedback takes.

### **Applications:**

- Make sure feedback is corrective in nature; tell students how they did in relation to specific levels of knowledge. Rubrics are a great way to do this. \* Keep feedback timely and specific.
- Encourage students to lead feedback sessions.

## **8. Generating and Testing Hypotheses**

Research shows that a deductive approach (using a general rule to make a prediction) to this strategy works best. Whether a hypothesis is induced or



deduced, students should clearly explain their hypotheses and conclusions.

### **Applications:**

- Ask students to predict what would happen if an aspect of a familiar system, such as the government or transportation, were changed.
- Ask students to build something using limited resources. This task generates questions and hypotheses about what may or may not work.

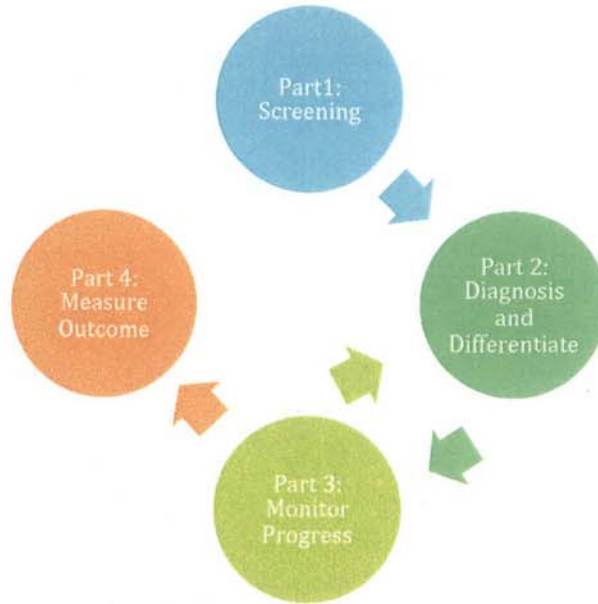
## **9. Cues, Questions, and Advance Organizers**

Cues, questions, and advance organizers help students use what they already know about a topic to enhance further learning. Research shows that these tools should be highly analytical, should focus on what is important, and are most effective when presented before a learning experience.

### **Applications:**

- Pause briefly after asking a question. Doing so will increase the depth of your students' answers.
- Vary the style of advance organizer used: Tell a story, skim a text, or create a graphic image. There are many ways to expose students to information before they "learn" it.

Nevertheless, additional research base and foundation materials that will be used to develop the curriculum is: The Educational Model tool is implemented within a McGraw Hill framework of continuous improvement to ensure its validity and the development of supporting tools to meet the needs of each individual student. The Education Model was developed based on 45 years of research of McGraw Hill Framework as a structure that drives administrators and teachers to better understand, be able to explain, and make predictions about the elements needed for each student to master the Next Generation Sunshine State-Common Core Standards. Educational best practices, technology, communication and documentation tools are revised and created to support the implementation of the model so that teachers have support necessary to meet the needs of each student according to the curriculum.



- Part1: Administer: the initial benchmark assessment as a screener to target students who are at risk of failing to meet the end of the year measurements
- Part2: Diagnosis and Differentiate: Diagnosis student's strengths and weakness and differentiate instructions according to their abilities
- Part3: Monitor Progress: weekly, monthly or anytime as needed with both formal and informal assessments.
- **\*NOTE\* Diagnosing, differentiating instruction, and monitoring progress is an ongoing cycle.**
- Part 4: Measure Outcome: Administer summative assessments such as lessons, benchmark, or state assessments to ensure students outcome.

The above outline was designed to provide the process of improving student learning of academic achievement. The steps are used to promote teachers reflecting upon the work of each of their students individually and then carry over to with implementation of strategies and supplementation to help each student. The Educational Model is used to withstand a constant cycle of tracking progress for master of standards so that students are able to find success in their own methods of learning.

Yet, to enable students to attain Sunshine State-Common Core Standard and receive a year's worth of learning for each year enrolled the charter will use the appropriate curriculums that are align with Sunshine State-Common Core Standards and the following framework will be used to ensure Common Core Standards are meet as well:

✓ **The Insight Core Framework... (See attachment: Appendix B)**

- Uses the language and logic of the Common Core
- Focuses on classroom instruction that promotes mastery of the Common Core
- Helps observers focus on the instructional practices that will improve student outcomes and teacher practice with the Standards

C. Describe the school's reading curriculum. Provide evidence that reading is a primary focus of the school and that there is a curriculum and set of strategies for students who are reading at grade level or higher and a separate curriculum and strategy for students reading below grade level.

*The reading curriculum must be consistent with effective teaching strategies and be grounded in scientifically based reading research.*

The drive of the school is to generate high academic performance achievement for all learners, and thereby meeting the statutory requirement of improving student learning and academic achievement. High achievement will be attained through a curriculum rooted in solid educational research aligned to the Next Generation Sunshine State-Common Core Standards, the Imagine It! Curriculum continuous assessment data related to students performance, analysis of students learning gains and a staff that understands that without students engagement, learning will not take place. The school will improve students' learning and academic achievement through implementation of the following SRA Imagine It! Reading Program educational principal:

► **Imagine It! Curriculum**

As outlined below, the school will adapt Imagine It! Curriculum as aligned with the Next Generation Sunshine State-Common Core Standards. The structure for what is taught at each grade-level, to ensure students achievement, Imagine It! Curriculum assures the following:

***Imagine It! Curriculum Key principals***

- Instruction in five key areas of Reading
- Explicit instruction supported by progress monitoring
- Time-saving lesson format
- Easy-to-follow instructions
- Differentiated Instruction in every lesson
- Strong Inquiry/higher-order thinking strand

- Frequent assessment opportunities with prescriptions
- Innovative technology features
- Robust writing strand
- In-depth vocabulary instruction
- Substantive fluency instruction and practice
- Activities designed to foster student engagement at all levels

*Imagine It!* is a comprehensive Pre-K–6 grade reading and language arts program that incorporates feedback from teachers nationwide with the most recent research in the areas of reading and writing. Its proven, research-based pedagogy ensures that this reading curriculum is empowering, engaging, and exciting. *Imagine It!* fully meets the requirements of No Child Left Behind as a research-based program. It is the result of 45 years of research and field study. The authors, who are researchers themselves, continue to update the program as new studies are published that reflect the latest findings on effective instructional methods.

The program authors are Carl Bereiter, Andrew Biemiller, Joe Campione, Iva Carruthers, Doug Fuchs, Lynn Fuchs, Steve Graham, Karen Harris, Jan Hirshberg, Anne McKeough, Peter Pannell, the late Michael Pressley, Marsha Roit, Marlene Scardamalia, Marcy Stein, and Gerald H. Treadway Jr.

**Imagine It! Address the five main areas of reading that are the following:**

**Phonemic Awareness:** Phonological and phonemic awareness activities in *Imagine It!* are based on a solid developmental progression that gives children the opportunity to work and play with words and sounds. Children first explore sentences and learn that sentences are made up of words. Then they work with rhymes and parts of words – syllables. Finally children manipulate the individual sounds in words. All the activities are fun and engage students in playing with and exploring the parts and sounds of language.

Research suggests the majority of instructional time should be focused on blending and segmenting phonemes. These activities are supported by discrimination and elision activities (deleting and substituting sounds) and general wordplay.

**Systematic, Explicit Phonics:** Beginning in Kindergarten, students are introduced to sounds and letters. Students learn that sounds can be mapped onto letters, and those sounds and letters can be blended to read words. In Grade 1, students make the shift from mapping sounds onto letters to mapping sounds onto spellings. The introduction of sounds, letters, and spellings is systematic, explicit, and sequential so students can build on what they've learned. Sound/Spelling Cards are key to teaching phonics in *Imagine It!*

**Fluency:** The concept of fluency is introduced in the early grades in *Imagine It!* When reading aloud, teachers model fluency as they use expression and intonation to support meaning. In Pre-K and Kindergarten, emergent readers learn about concepts of print that support fluency: learning about spaces and ending punctuation, reading from left to right, and automatically recognizing high-frequency sight words. Students apply this knowledge to reading *Pre-Decodables*. These skills are then combined with phonics skills to read *Decodables*, books containing phonetically regular and high-frequency sight words.

While fluency begins in Grade 1 fluency instruction continues in Grades 2-3. *Imagine It!* includes *Student Readers*, *Leveled Readers*, and the *Leveled Science* and *Social Studies Readers* for additional practice.

**Vocabulary:** Words for instruction in *Imagine It!* were not chosen arbitrarily. They were selected based on the vocabulary research of Andrew Biemiller, Ph.D., who developed a comprehensive database of words students with large vocabularies know by the end of Grade 6. Biemiller's work identifies words all students need to know.

Because vocabulary knowledge is so critical to comprehension, vocabulary instruction is integrated throughout every part of the lesson in *Imagine It!* – before, during, and after reading.

**Comprehension:** Students need to learn and use critical strategies to help them make sense of text. In *Imagine It!*, the teacher uses "think-alouds," initially to model how to use important reading comprehension strategies and then gradually prompts student to use these strategies. Strategies include setting reading goals, visualizing, predicting and confirming predictions, asking questions and answering questions, summarizing, clarifying, making connections and adjusting reading rate. Because students actually use the

strategies, they are engaged in making sense of what they are reading and their understanding dramatically increases.

In addition students learn to use critical reading skills such as cause and effect, main idea and supporting detail, compare and contrast, drawing conclusions, and the like.

- D. Explain how students who enter the school below grade level will be engaged in and benefit from the curriculum.

**The Imagine It! Program address “response to intervention”:**

SRA embraces the RtI 3-Tier Instructional approach. *Imagine It!* is a Tier 1 program, meaning it is a core curriculum for students performing at, above, or near grade-level. However, it incorporates intervention materials to support struggling readers as well as challenge materials for students reading above grade level.

Screening in *Imagine It!* helps teachers identify students who may be at risk. For those students, needing Tier 2 intervention, *Imagine It!* has intervention materials to support students in the program. For Tier 3 students needing more intensive support, SRA has programs that support the core program, *Imagine It!*

Early Interventions in Reading 2012, SRA

**Prevent failure, promote literacy and promise success**

Revised for 2012! Solid research is at the heart of **SRA Early Interventions in Reading**. Designed to work comfortably with your core reading program or for Tier II interventions, this early intervention program provides the significant increase in the intensity of instruction that low-level readers need to meet grade-level expectations. **SRA Early Interventions in Reading** helps you identify struggling readers in Grades K-3 and provide them with lessons that build mastery of essential skills through explicit, systematic instruction in five critical strands - phonemic awareness, letter-sound correspondences, word recognition and spelling, fluency, and comprehension.

**NEW Features to Transform Struggling Readers into Skilled Readers!**

- Prevention level targeting phonemic awareness, print concepts, and decoding
- Integrated technology to save you preparation time
- Vocabulary and concept instruction for English and early language learners
- Professional development videos modeling best instructional practices
- Visuals to build background and conceptual understanding

Kaleidoscope 2008 Edition is an intervention program that serve students Kindergarten through eighth grade. (Grade Levels K – 8th) ***Focus on Intervention for struggling readers in grades K-8***

- ✓ ***Kaleidoscope***, aids students whose reading level is two or more grades below their chronological grade level. *Kaleidoscope* condenses and intensifies the instruction, making it possible to deliver two years of instruction in one year.

Likewise, the proposed charter will adopt the Florida Multi-tier System of Supports (MTSS): Response to Instruction/Intervention (RtI) methods to accomdate all students. (see attachment: Appendix C)

- E. Describe proposed curriculum areas to be included other than the core academic areas.

**Science Curriculum: Pearson Interactive Science**

- Pearson’s *Interactive Science* elementary program is a standards-aligned K–5 program designed to promote student interest and engagement while providing key science content to increase students’ understanding of the natural world. *Interactive Science* features a write-in student edition that allows students to interact with the text while connecting to essential science standards.
- The program provides multiple opportunities within each chapter for inquiry-based learning through labs and activities that support the key concepts for each chapter. This fully developed program offers a digital component to support text-based learning.

**Social Studies Curriculum: Pearson my World Social Studies**

- My World Social Studies utilizes storytelling to bring Social Studies content to life. Pearson exclusive interactive digital solution makes Social Studies personal for every student in a way that's easier for you. With my World Social Studies, you can get to the heart of Social Studies in the time you have.
- GradeK: Here We Are
- Grade 1: Making Our Way
- Grade 2: We Do Our Part
- Grade 3: We Are Connected
- Grade 4: Regions
- Grade 5: Building Our Country
- Grade 5: Growth For Our Country
- *my World Social Studies*, connects Social Studies content and literacy instruction with materials that are streamlined, flexible and attuned to today's classroom. Our innovative digital instruction is seamlessly integrated, providing a blended program that is engaging, effective and easy to use
- *myWorld Social Studies* is designed to:
  - Connect Social Studies content with literacy instruction
  - Engage students and advance student achievement
  - Reduce teacher preparation time
- Every classroom is unique. Pearson's *myWorld Social Studies* provides innovative and engaging materials that allow you to teach the way your students learn – print, digital, and active.

### **SRA ¡Imagínalo**

*SRA ¡Imagínalo!* Is an elementary Spanish reading and language arts program that takes imagination and effective reading instruction to new levels. *SRA ¡Imagínalo!* Is a companion program to *Imagine It!* and gives teachers tools that make it easy to teach and fun for students to learn. Students learn to read in Spanish by using a syllabic approach.

This *SRA ¡Imagínalo!* Is an elementary Spanish program allows the charter to meet the mission of the charter which is: The focus will be on giving teachers more opportunities to teach students how to effectively read, write, problem-solve, and communicate (emphasizing the importance of fluency in a foreign language: Spanish, with daily lessons in this language incorporated into our class schedules).



## Features

*SRA ;Imaginalo!* combines the strength of proven, research-based instruction with the fun, friendly, and engaging features you want in a complete reading program:

- Instruction in five key areas of reading
- Time-saving lesson format
- Easy-to-follow instructions
- Focus on Response to Intervention (RtI)
- Differentiating Instruction in every lesson
- Strong Inquiry/higher-order thinking strand
- Frequent assessment opportunities with prescriptions
- Innovative technology features
- Robust writing strand
- In-depth vocabulary instruction
- Substantive fluency instruction and practice
- Activities designed to foster student engagement at all levels
- Award-Winning quality literature
- Explicit instruction supported by progress monitoring
- Leveled Readers for fluency, comprehension, vocabulary
- Leveled Readers for Science and Social Studies
- Intervention Guide to Differentiate Instruction
- English Learner Support
- Abundant cross-curricular activities
- Skills traced at each grade level
- Full professional development services
- Scientific research basis backed by forty-five years of proven results

## Benefits

*SRA ;Imaginalo!* provides the resources, activities, and materials you need to reach and engage every learner at every level. Using the features provided in *SRA ;Imaginalo!* students are able to develop critical reading and writing strategies and skills needed for success.

- Students understand not just how to read and write but the meaning and purpose

of what they are learning

- Meaningful results to ensure students progress
- Allows for more time on task
- Provides a framework to define the intensity and remediation required to bring students to grade level
- Reaches every learner at every level
- Teaches students to think, question, and investigate
- Maximizes student performance to meet Adequate Yearly Progress
- Integrated technology makes teaching easier and learning fun
- Students acquire the skills, knowledge and strategies they need to become skilled writers
- Introduces students to new words and teaches a range of strategies for learning, remembering, and incorporating unknown vocabulary words into their existing reading, writing, speaking and listening vocabularies
- Ensures automaticity, accuracy and prosody
- Motivates to ensure students are learning
- Exposes students to a variety of genre
- Builds fluency, comprehension, and vocabulary with fiction and nonfiction selections at four different reading levels
- Reinforces vocabulary and comprehension skills introduced in the lesson through content area reading
- Activities to ensure English Learner success
- Students make connections between reading lessons and content-area-subjects
- Provides an easy to use format of when skills are introduced, revised, practiced, and assessed
- Ensures improved teacher confidence and progress in student performance
- Success for all students!

This program provides guidelines and research-based approaches for implementing instruction to ensure optimal benefits for all students, including those with special learning needs. *SRA ;Imaginalo!* provides a reading/language arts curriculum with scaffold support throughout all parts of the program, allowing for Spanish-speaking students to transition into any English Reading/Language Arts program and or English-speaking students to transition into any Spanish Reading/Language Arts program.

F. Describe how the effectiveness of the curriculums will be evaluated.

The effectiveness of the curriculums will be evaluated by: Multiple testing formats are used to assess student growth and results in a variety of ways, including:

- Paper assessments – multiple choice – Short answer – Extended response
- Teacher-directed questions – Oral fluency – On-demand writing prompts

**Evaluation Criteria: Curriculum Plan**

Reviewers will look for a curriculum plan that:

- Provides a clear and coherent framework for teaching and learning;
- Is research-based;
- Is consistent with the school's mission, educational philosophy and instructional approach;
- Will enable students to attain Next Generation Sunshine State-Common Core Standards and receive a year's worth of learning for each year enrolled, and
- Will be appropriate for all students at all levels.

## Section 5: Student Performance, Assessment and Evaluation

- A. State the school's educational goals and objectives for improving student achievement. Indicate how much academic improvement students are expected to show each year, how student progress and performance will be evaluated, and the specific results to be attained.

### Kindergarten:

Students in kindergarten will be assessed using the Florida Kindergarten Readiness Screener (FLKRS), which measures the readiness of all children entering kindergarten so that appropriate instruction can be delivered.

Goal: 70% of kindergarten students will be considered ready for school.

### 1<sup>st</sup> and 2<sup>nd</sup> Grades:

Students in 1<sup>st</sup> and 2<sup>nd</sup> grades will be assessed using Common Core, which measures achievement in reading, mathematics and Language arts and is aligned to the Next Common Core Standards.

Goal: According to the charter goal, Mastery will be assessed at 80% of Common Core Standards.

### 3<sup>rd</sup> through 5<sup>th</sup> Grades

According to the Florida A+ School Grading System each school measures individual students success and effectiveness of the curricula by students performance on the Common Core. The Common Core individual student performance data is then combined to measure the school's success. The number of points a school accumulates is then equated to an overall school grade based on the percent of students meeting high standards in reading, mathematics, science and writing, the percent of students making annual learning gains in reading and mathematics, and the percent of the lowest 25% of student making annual learning gains in reading and mathematics. To end this, the school will earn a school grade of a "C" in year one, with incremental goals and objectives in year two, toward moving at least one letter grade or (maintaining an "A") and making an annual measureable objective outcome by three year. In addition to the school wide goal of earning a school grade of a "C", the school will meet the following:

**Objective:** The school will make annual measureable objectives outcome with the lowest 25% in reading and mathematics as defined by the Florida A+ Plan.

Students will demonstrate academic improvement and success by either meeting high standards or measureable Objectives outcome as defined by the Florida A+ Plan. The meeting of high standards is defined as those students who score an achievement level of three or higher in reading, mathematics, and/or science, and 3.5 or higher in writing. Making annual learning gains can be measured in three ways:

1. Improve achievement levels from 1-2, 2-3, 3-4, or 4-5
2. Maintain within the relatively high levels of 3, 4, or 5; or
3. Demonstrate more than one year's growth within achievement levels 1 or 2 as indicated by the developmental scale score of the Common Core.

The school understands and is dedicated to ensuring that all children have a fair, equal and significant opportunity to obtain a high-quality education and continually strives for academic excellence on challenging State academic standards (Next Generation Sun Shine-Common Core Standards) and the State academics assessment (Common Core). Success in meeting the above school-wide goals and objectives for year one will be measured by the following:

1. At least 79% of students will earn an achievement level of 3 or higher on the reading portion of the Common Core.
2. At least 63% of students will make annual learning gains in reading as defined by the Florida A+ Plan.
3. At least 60% of the lowest 25% in reading will make adequate progress as defined by the Florida A+ Plan.
4. At least 79% of students will earn an achievement level of 3 or higher on the mathematics portion of the Common Core.
5. At least 60% of students will make annual learning gains in mathematics as defined by the Florida A+ Plan.
6. At least 85% of the lowest 58% of the lowest 25% in mathematics will make adequate progress as defined by the Florida A+ Plan.
7. At least 85% of 4<sup>th</sup> grade students will earn an achievement level 3.5 or higher on Common Core Writes.
8. At least 50% of 5<sup>th</sup> grade students will earn an achievement level of 3 or higher on the science portion of the Common Core.

In addition:

- A. All students will maintain a portfolio demonstrating and charting improvement and mastery of skills required at that grade level. This portfolio will be a part of the

Individual Learning Plan, which is the collection of parent, student, and teacher conference. These plan establishment academics goals for each individual student in relation to his/her performance and progress.

Year 1:

The school-wide goal for year one is set with the assumption that the longer a student stays with the school as he/she is promoted, the higher the performance of the student, and the school. It is the school's intention to exceed the year one goal of earning a school grade of a "C". Goals in year two and beyond will be based on meeting or exceeding the baseline achieved in year one.

Year 2:

With the assumption that the school will maintain enrollment in year (2) two, the School will sustain momentum by earning a school at or above an "B" while also maintain Annual Measureable Objectives Outcomes as defined by NO Child Left Behind (NCLB).

- Objective: The school will decrease the percent of students NOT proficient in reading and mathematics by 7% from the previous year's FCAT 2.0 results. Likewise, making an increase on Common Core

Year 3:

- The School will maintain a school grade of an "A".
- The school will maintain Annual Measureable Objectives outcomes as defined by No Child Left Behind (NCLB)
- Objective: The will decrease the percent of students NOT proficient in reading and mathematics by 7% from the previous year's FCAT 2.0 results. Likewise, making an increase on Common Core.

In order to measure a student's success in meeting these goals, a variety of assessment methods from simple daily observations of students by a teacher in the classroom to highly sophisticate standardized tests will be used. The school will measure students academics improvement through a combination of teacher created formative assessment will involve the traditional assessment of students through teacher-made and assessed classroom methods. Examples of teacher-made formative assessments include but not limited to: (1) Teacher-made content tests; (2) student portfolios; (3) Journals; (4) Teacher observation and (5) writing samples.

Teachers are required to assess students throughout the year, collect and analyzed the data, make appropriate changes to individual students or class instruction, teach, re-teach, assess and again modify or intensify instruction to meet the needs of students. However, analyzing student data creates curriculum decisions.

Formal testing will assess student academics improvement. Student's academics improvement will be measured on an on-going basis. Also, annual student academics improvement gains will be measured by the comparison of student learning gains on the FCAT 2.0 (3<sup>rd</sup> through 5<sup>th</sup> grade) as we transition to Common Core.

Teachers will utilize assessment as outlined in the Student Assessment section of this Charter Application to measure students' progress toward mastery of the Common Core Standards as Common Core is fully implemented in 2014-2015 during the charter first year of operation. Each assessment has its own measure of proficiency, mastery and/or on, below or above grade level determinacy.

B. Describe the school's student placement procedures and promotion standards.

The school will follow the pupil placement and promotion standards set by the District in accordance with the Florida statutory requirements.

C. If the school will serve high school students, *describe the methods used to determine if a student has satisfied the requirements specified in section 1003.428, F.S., and any proposed additional requirements.*

The charter school will not serve high school students.

D. Describe how baseline achievement data will be *established*, collected, and used. *Describe the methods used to identify the educational strengths and needs of students and how these baseline rates will be compared to the academic progress of the same students attending the charter school.*

Baseline achievement data will be collected from Florida Progress Monitoring and Reporting Network and previous year's FCAT 2.0 scores and further establish through Florida Assessment Instruction in Reading and numeracy diagnostic assessment according to the student grade level. This data will be used to establish baseline assessments and students' performance data will be

used to create the Individual Learning Plan which is created with all stakeholders (administration, student, and parent) with the information needed to determine prior rate of academic progress, to identify students' current strengths and areas of need, and to effectively target instruction. The District will provide the school, prior to the beginning of each school year and upon request during the school year, all student performance data and cumulative records for all incoming students. Teachers and other key stakeholders will have access to student performance data disaggregated by school, grade level, individual teacher, and/or individual student via Student Information System. This information will be used to determine student placement and students' background knowledge, as well as to make informed decisions about instructional focus and strategies to best meet the needs of each student.

### Individual Learning Plan

All students will have an Individual Learning Plan (ILP). The ILP is designed to track an individual student's strengths and weakness and cumulative progress in attaining a year's worth of learning at a specific grade level. The plan's development is a collaborative effort among the teacher, parent, student and other staff involved with student's academic achievement. The ILP identifies the student's strengths and weakness and lists for improvement.

The students in Grades K-5 will consider the following information when assessing the student's strengths and weakness:

- The student's academics academic performance prior to his/her enrollment
- The results of any achievement testing
- Examples of the student's work
- An oral or written statement from the student about what they have learn and a parent statement about how their child learn best (e.g. in a quiet place, working in groups, etc.)
- Reports and observation from the student's teachers
- Information and suggestions from the student's parents

Projects, assignments, tests and any other information that indicate mastery of specific skills will be collected in the student's portfolio as evidence of progress made. A measure of each student's rate of academics gains will be determine at the end of the year via their individual portfolio and the comparison of Common Core learning gains.



- E. Identify the *types and frequency* of assessments that the school will use to measure and monitor student performance.

The school considers evaluation and assessment to be wide-ranging and continuous effort. Proper assessment verifies that students have successfully acquired crucial skills and knowledge. Assessment of student performance in core academic areas will be achieved in various ways, depending on the subject area. To ensure efficient collection and transfer of student performance data; the school will cooperate with sending schools, including district school, in obtaining all necessary records and students information. This process begins with parents signing a release of record forms, which is sent to the sending school with a request for records. With the release of records the student is withdrawn from the sending school and entered into the student information system and the district computer system as enrolled in the charter school. In cases, where a student has an IEP, articulation or review meeting will be scheduled with appropriate district personnel in accordance with student's IEP. The school would welcome an opportunity to participate in any other student articulation or migration processes conducted by the district to ensure a smooth transition of students and parents from a district school to the charter school.

Listed below are measurement tools that will be used for assessment purposes. The assessment tools listed below do not limit the school from incorporating other measures that may be determined necessary to support the mission of the school:

Criterion Referenced Assessments:

- State Mandated Assessment-Common Core. Due to Common Core will fully be implemented in first year of operation 2014-2015. The charter school will teach to the common core standards to prepare our students for Common Core
- Criterion Referenced Performance tests are created based on common core standards: test specifications. Administrations include both pre and post testing measurements administered in the areas of reading, writing, science, and mathematics. These performance tests include weekly standard assessments through the school curriculum that is aligned to Common Core Standards.
- Weekly standards Assessments may include some objective questions for quick check of content material, as well as essay type questions that require critical

thinking and writing skills. These assessments are aligned to the curriculum maps and measure mastery of standards included in the unit.

- Writing Prompts will be administered regularly to measure progress in components of effective writing. Mastery of competencies outlined by the Florida Writes (School wide and addressing 4<sup>th</sup> graders). In addition, writing skills are embedded into the reading curriculum as well.
- Teacher made tests (including pre and post test)

#### Ongoing Formative Practice Assessment

- Achievement of goals and objectives in the student's Individual Learning Plan.
- Quarterly Progress summaries
- Journals
- Teachers observation
- Anecdotal records of the student's performance
- Attitude inventories

#### Baseline Assessment

FCAT 2.0 will be used as baseline assessment provides all stakeholders with information needed to identify students' strengths and weaknesses and to effectively target instruction. Baseline assessments include but are not limited to the Florida Comprehensive Assessment Test (3rd through 5<sup>th</sup> grade), Florida Assessment for Instruction in Reading (FAIR and FLKRS K-2<sup>nd</sup> grade), numeracy diagnostics or other diagnostic assessments.

#### Florida Assessment for Instruction in Reading

Florida Assessment for Instruction in Reading, available to k-12 public school, was developed by the Florida Center for Reading Research in collaboration with Just Read, Florida! This assessment system will provide teachers screening, diagnostic, and progress monitoring information that is essential to guiding instruction.

The Assessment System can be administered three times yearly and is augmented with a Board Diagnostic Inventory for Grades K-2, a Diagnostic Toolkit for grades 3-12, and Progress Monitoring measures for all grades. Two brief Board Screening tasks are available for administration to all students in order to identify those most likely to be on or above grade level in reading by the end of the year. In grades K-2, the screening task includes letter sounds, phonemic awareness, and word reading. In grades 3-12, the screening tasks include an adaptive reading comprehension

measure. This reading comprehension Assessment Test and will also provide a Lexile score for each student. This data will be used in the Data Conference to meet the academic needs of each student.

### **Common Core**

During the charter first year of operation Common Core will be the foundation of the statewide assessment and accountability program. The Common Core includes grades 3-8 assessments in reading and mathematics; grades 5 and 8<sup>th</sup> science, and writing in grade 4<sup>th</sup>. During the first year of on Common Core the students achievement data will be used to report educational status and annual progress for individual students, schools, district, and the state. Common Core measures student performance on selected benchmarks in reading, science, and mathematics as defined by the Common Core Standards. The Standards articulate challenging content that Florida students are expected to know and skill areas they are expected to perform. The administration of Common Core is “summative” in nature. The results are distributed to the school and the parents and are the basis for the A+ Plan School Grades.

### **Florida Kindergarten Readiness Screener (FLKRS)**

The Florida Kindergarten Readiness Screener (FLKRS) is administered to assess the readiness of each child for kindergarten. The FLKRS includes a subset of the Early Childhood Observation System (ECHOS) and the first two measures of Dynamic Indicators of Basic Early Literacy Skills (FAIR) for kindergarten (letter naming and phonemic awareness) to gather information on a child’s development in emergent literacy.

### **Progress Monitoring Plan (PMP)**

The charter school Progress Monitoring Plan (PMP) will be designed to provide students, parents, teachers, and administrators with specific academic intervention information on 4<sup>th</sup> -5<sup>th</sup> grade students and retained 3<sup>rd</sup> grade students who performance below level 3 on the Common Core during our first year of testing; 1<sup>st</sup>-3<sup>rd</sup> grade students who performed at or below the 25<sup>th</sup> percentile on the standardized test; and Kindergarten students who are not demonstrating adequate progress. The PMP lists students’ areas of academic weakness and describe interventions that can implement in the areas of writing, reading, mathematics or science. Each student meeting the criteria above must have a PMP. All stakeholders must review the PMP after at least 12 weeks of instruction, in order to assess whether implemented strategies are increasing students achievement in the identified area.

The district will provide prior test scores to the charter school. The administrator of the school will provide teachers and the leadership team with student's data that identifies the lowest 25% in their school from individual students prior test scores. The lowest 25% in reading is generated in order to assist teachers in targeting students who need remedial instruction. This not meant to identify the lowest 25% in the school grade calculation but is meant to identify students who need academic support. The school will administrated benchmark test according to grade level which is given within the first month of school, individual student strengths and weaknesses can be identified quickly and a PMP generated in order to ensure classroom instruction is geared toward meeting the needs of each student. This allow students, parents, teachers and administrators to re-evaluate individual students' academic achievement in a more time efficient manner. Recognizing areas of strength and weakness in a timely manner is vital to making sure students have enough instructional time to practice to solidify their understanding before reassessment occurs. If a student need multiple specialized plans, such as Progress Monitoring Plan, Individual ELL Plans, Educational Plans for Gifted Students, or Individual Education Plans for ESE Students, members of committees will overlap so that communication among members and alignment of plans can be ensured and carried out so students are making progress to meet grade level expectations.

F. Describe how student assessment and performance data will be used to evaluate and inform instruction.

The school addresses four components of data driven instruction, Screening, Diagnosis and Differentiate, Monitor Progress (analysis), and Measure outcome (action). The use of student assessment and performance data is vital to the screening of the school as evidenced by our Education Model, a continuous improvement process that is not only used to improve student learning and achievement, but is also used to evaluate and inform instruction. The data driven cycle: Screening, Diagnosis and Differentiate, Monitor Progress (analysis), and Measure outcome (action) which is indispensable for increasing student achievement, is deeply embedded in the school's educational design and is a top priority for school wide achievement. Our school leader uses a simple but highly effective years calendar, which they display publicly and refer to constantly, so that everyone in the school community-including students and families know when important steps in the data cycle will take place. Even the head of school plans to carve out time for the assessment, analysis, and action through scheduled data discussions with mentor teachers and Governing Board as well as any professional

development teachers needs to succeed in each part of the cycle. Teachers use the data from the curriculum benchmark test and Florida Assessment for Instruction in Reading to differentiate instruction of specific skills through various instructional and regrouping strategies to ensure that individual student needs are addressed; this is data-driven instruction. To evaluate student learning and the effectiveness of instruction, the teacher will give students formative assessment on those specific skills. After itemized analysis of each assessment (benchmark Test), the teacher report feedback to students and parents through the charter school student information system and verbally in order to update the students' Individual Learning Plans. Based on the results of the assessment, the teacher then decides to either re-teach specific skills not mastered, or go back to baseline assessment to activate students' background knowledge on the new skill to be introduced. Continual monitoring of student progress will be also be provided by administering the curriculum benchmark test. Also, FAIR at least three times during the school year (K-2<sup>nd</sup> grade), with first administration being a pre-test to establish a baseline, and the last administration being a post-test to determine academic progress achieved. On the other hand, FCAT 2.0 will be used as a practice test that will be administered throughout the year such as DOE mirror FCAT 2.0 tests to help the charter prepare for Common Core, these test are administered periodically prior to the (Common Core) providing teachers with an updated evaluation of student learning on specific (4<sup>th</sup> grade for writing and (3<sup>th</sup> and 5<sup>th</sup> grade for reading, math, and science).

- G. Describe how student assessment and performance information will be shared with students and with parents.

Student assessment and performance information will be shared with students and parents in multiple ways. Teachers will update Individual Learning Plans and/or Progress Monitoring Plans as well as reflect data on the Report Cards and discuss student progress via student/teacher and teacher/parent Data Conference. In addition, the charter school will design and implements the student information system, a web-based tool to assist in the daily communication and information maintenance of the school. This tool can be accessed from any computer with Internet access. The Student Information System will be designed to be tool for administrators, faculty members, parents and students. Each different type of school community member can be given access to the Student Information System and what they are able to view will change depending upon their authorization level. Parents can view their child's assignments and cumulative grades and communicate via electronic mail with classroom teacher. Our school will emphasizes parent

involvement and empowers students and parents to share responsibility in reaching academic goals; therefore, it is imperative that we effectively share performance data with students and parents.

#### **Evaluation Criteria: Student Performance, Assessment and Evaluation**

Reviewers will look for:

- Measurable educational goals and objectives that set high standards for student performance.
- Promotion standards that are based on high expectations and provide clear criteria for promotion from one level to the next, and for graduation (if applicable).
- Evidence that a range of valid and reliable assessments will be used to measure student performance.
- An assessment plan that is sufficiently frequent and detailed to determine whether students are making adequate progress.
- Evidence that data will inform decisions about adjustments to the educational program.
- Plans for sharing student performance information that will keep students and parents well informed of academic progress.

### **Section 6: Exceptional Students**

- A. Please indicate the level of service that the school will provide to students with disabilities by selecting from the list below.
- The school will serve students with disabilities whose needs can be met in a regular classroom environment (at least 80% of instruction occurring in a class with non-disabled peers) with the provision of reasonable supplementary supports and services and/or modifications and accommodations.
  - In addition, Academic Help Session will be available if needed:  
The school will request for low-performing students or students with disabilities to attend the help sessions to get additional help in academic areas during office hours throughout the week to assist students in need of extra practice. Teachers are asked to be available outside of instructional periods. This extra help with the students is critical for those who need a structured practice environment;

nevertheless provide uninterrupted feedback throughout the educational process.

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- B. Describe how the school will ensure that students with disabilities will have an equal opportunity of being selected for enrollment in the charter school.

The school strongly believes children with disabilities should access an inclusive, quality and free educational environment on an equal basis with others in the communities in which they live. It is a responsibility of all of us to ensure that this right is fulfilled. We also believe that a sustained effort should be made to reduce prejudice, stigma and discrimination against children with disabilities. To address societal perceptions and change attitudes towards them advocacy, social mobilization and communication for behavior and social change interventions are necessary. On the school behalf, a sustained effort will be made to reduce prejudice, stigma and discrimination against children with disabilities. Therefore, students with disabilities will have an equal opportunity for enrollment.

- C. Describe how the school will work with the sponsor to ensure the charter school is the appropriate placement for each student with a disability, based on the student's needs.

The school will collaborate with the sponsor to provide a Free and Appropriate Public Education (FAPE) to all students with disabilities in accordance with all state and federal special education guidelines and regulation, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The school will implement the same identification, evaluation, placement, and due process procedures as other schools in the district. The school will utilize a service delivery model inclusion for students with disabilities and will work with the district to determine the proper placement for the student with disabilities within the full continuum of services offered by the district. The school will ensure maximum extent appropriate; students with disabilities will be educated in the least restrictive environment (LRE). The IEP team will determine the LRE, which also will include the services and supports needed for the students with disability. The IEP team will determine the educational placement for the student with a disability and this placement decision will be based on the student's IEP. The district will ensure that a full continuum of alternative placements are made available to the same extent as other schools in the

district, to meet the special education and related service needs of students with disabilities.

As affirmed by section s 1000.05 of the Florida Statutes, and Chapter 6A-6 of the Florida Administrative Code.

This includes but is not limited to:

1. A non-discriminatory policy regarding identification, location, evaluation, and selection
  2. Free and Appropriate Public Education (FAPE)
  3. Individual Education Plans (IEP) to include IEP meetings with the parents and the IEP Committee.
  4. Section 504 Plan
- D. Describe how the school will utilize the regular school facilities and adapt them to the needs of exceptional students to the maximum extent appropriate, including the use of supplementary aids and services.

The School will utilize a service delivery model of inclusion for students with disabilities in order to support them in the least restrictive environment. The School understands and knows that it is very important that each student has the opportunity to learn and grow within his or her community so that they will be productive citizens upon graduation from the school. In providing for the educational needs of the exceptional student, the head of school, the ESE teacher and the general educational teacher will utilize the regular school facilities which are physically designed and adapted to meet the needs of exceptional students as required by the American with Disabilities Act (ADA) and IDEA. The School will work collaboratively with the School District to determine the least restrictive environment and proper placement within the full continuum of services offered by the district as the Local Education Agency.

- E. Describe how the school's effectiveness in serving exceptional education students will be evaluated.

The school's effectiveness in serving special education students will be evaluated on a continuous basis in several ways. The first way is for ESE teachers and the general education teachers to meet as a team on a quarterly basis to review progress notes on the student that they serve to determine if the student is meeting the goals and objectives of their IEP. During all IEP accommodation will be reviewed in



order to ensure that they are being applied in the general education setting. This will ensure that all teachers who service special education students within the school will focus on every student's progress. Each year, the administration, faculty and staff of the school will review all special education student data to ensure that the entire ESE program is focused on student achievement as well as meeting grade level expectations. On the other hand, FCAT 2.0 data and annual measurable objectives outcome data are additional ways to collect information and use to evaluate the progress of the school's special education students or any other prior test scores.

- F. Explain how exceptional students who enter the school below grade level will be engaged in and benefit from the curriculum.

It is also essential to focus on the instructional component that equates to success for students with exceptionalities who are included in general education classrooms. Although there are numerous factors that must be taken into account when designing instruction for today's students (i.e. students' background knowledge, current skill levels, interest, relevance to their lives, etc.), each lesson must be differentiated to meet the needs of the diverse students that compose the classes of our schools.

Differentiated instruction meets the needs of ALL students by responding to their varying levels of background knowledge, skill readiness, language acquisition, learning styles, interests, and response modes. The process of differentiated instruction is an instructional approach that is specifically tailored to address differing abilities within the same class. Differentiated instruction individualizes the overall lesson to maximize each learner's potential and academic success.

Differentiated instruction begins first and foremost with student assessment. Based on the needs assessment, instruction can be differentiated by content, process, or product.

To ensure that the charter will provide small groups and intensive instruction, the school will adopt the Florida Multi-tiered System of Support and Problem-Solving methods for all students. (See attachment: Appendix C)

- G. Provide the school's projected population of students with disabilities and describe how the projection was made.

The school's projected populations of students with disabilities are 10 opening with 5 available slots in k-3<sup>rd</sup> and 5 opening in grades 4<sup>th</sup>-5<sup>th</sup> grade. The projected population was based on a budget analysis utilizing at least one qualified teachers to instruct students who have various mental and physical disabilities that may impede learning, including autism, visual and hearing impairments and emotional disturbances. By creating an Individual Education Program (IEP) for each student, the Special Education Teachers are able to set goals and develop a curriculum tailored to each student's abilities as well as making sure students are making progress to meet grade level expectations.

- H. Identify the staffing plan, based on the above projection, for the school's special education program, including the number and qualifications of staff.

The School is knowledgeable of the placement and service delivery of students with disabilities. Appropriately certified teachers will serve students meeting the eligibility criteria for special education in our educational program. Based on the enrollment of students with disabilities, the school will hire trained teachers the appropriate number of teachers, to ensure adherence to the Federal and state guidelines for class size and caseload, to ensure all necessary IEP services are being meet and implemented.

The school will include among its staff, teachers who will be gifted certified/endorsed and who will participate in professional development opportunities with the State and with District schools so that guidelines and procedures established by the District are implemented and followed. If additional services are needed the proposed charter will be provided through collaboration with the sponsors.

The school will provide a comprehensive professional development program for the teachers, but the school will participate in the necessary training provided by the district for data systems, compliance, reporting, and implementation of necessary Exceptional Student Education services. The school will participate in the district contact meeting for Exceptional Student Education services to foster clear communication and implementation of necessary services. Ongoing professional development, either within the district or by outside source, for the implementation

of Response to Intervention (Rtl) will be provided for continuous improvement of interventions provided to all students.

I. Describe how the school will serve gifted and talented students.

Gifted and talented students are defined as “Students, children, or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic fields, and who need services and activities not ordinarily provided by the school in order to fully develop those capabilities.” (No Child Left Behind, 2002). Students who have been identified and qualify for Gifted Education Program each have an Educational Plan written yearly which includes a statement of the present levels of education performance of the child, a statement of goals, including measurable short-term instructional objectives, a statement of the specific services to be provided to the child, and appropriate objectives, criteria, and evaluation procedures and schedules for determining whether the objective are being accomplished. Development of, the Educational Plan process, will build parent/school relationship, provide a forum for discussing student need beyond the general curriculum, facilitating changes in instruction and classes, and determine if a goal has been met and/or should be rewritten. An effective gifted program will show that the students it serves have successfully met their goals and continuously build on current strengths and weakness. An effective gifted education program will focus on writing goals that are high but achievable, continuously reviewed, created with student and parent input, evaluated for successful completion, and build on each student’s strengths and weakness.

In addition to continuously monitoring the Educational Plans of our gifted students, teachers will analyze the benchmark test results of our gifted student population each quarter. After determining enrichment areas, teachers will work with the Imagine It! And Excel Math Curriculum to determine: instructional focus, strategies, and curriculum resources for enrichment during the six weeks between benchmark tests. At the end of the year, several sources of data will be considered in evaluating our services to gifted students. Benchmark testing data, and classroom assessment records will be analyzed to determine areas in which our students need challenging goals and higher levels of enrichment.

## Evaluation Criteria: Exceptional Students

Reviewers will look for:

- A clear description of the level of service the school will provide to students with disabilities.
- A clear description of how the school will ensure students with disabilities will have an equal opportunity of being selected for enrollment.
- An understanding and commitment to collaborating with the sponsor to ensure that placement decisions for students with disabilities will be made based on each student's unique needs.
- An appropriate plan for evaluating the school's effectiveness in serving exceptional students, including gifted.
- A realistic enrollment projection (SWD) and a staffing plan that aligns with the projection.

## Section 7: English Language Learners

- A. Describe how the school will comply with state and federal requirements for serving English language learners, including the procedures that will be utilized for identifying such students and providing support services.

The mission of the ESOL program is to prepare and successfully equip bilingual, bicultural and bi-literate students to meet the needs of their global community. Staff with ESOL certification/endorsement in accordance with the policies and procedures of the State of Florida and the District will serve students identified as having limited proficiency in English.

English Language Learners (ELLs) are identified through the registration process. At the beginning of registration, parents are given a Home Language Survey to identify potential ELLs. Those students whose parents respond affirmatively to any questions are referred to the English for Speakers of Other Languages (ESOL) liaison for language screening. The mission of the ESOL program is to prepare and successfully equip bilingual, bicultural, and bi-literate students to meet the needs of their inclusive community. . Staff with ESOL certification/endorsement in accordance with the policies and procedures of the State of Florida and the District will serve students identified as having limited proficiency in English. Assessment instruments used will follow the established guidelines and procedures of the District.

In order to promote both literacy and proficiency, the ESOL program will provide ELLs with English Language Development instruction that is age and grade appropriate and is tailored to the student's English proficiency level. ELLs will be

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in a climate that promotes not limited to listening, speaking and reading but also writing skills. ELLs will receive comprehensible instruction for the core curriculum so that they can make academic growth comparable to those native English speakers as documented by individual and group data.

Galloway Academy (Foreign Language Immersion School) offers English Language Learners (ELLs) student's instructional services through an English Immersion Program mainstream/inclusion instructional delivery model. Mainstream/Inclusion instruction provide to ELL students is equal in amount, sequence and scope to the instruction provide to the non-ELL students at the same grade levels. Instruction is supported through the use of ESOL instructional strategies. In addition, the curriculum, textbooks and other instructional materials used by ELL students are comparable to those used by their non-ELL counterparts.

Students meet the English Language Proficiency Standards on their language proficiency level. Nevertheless, State adopted language proficiency texts are supplied in addition to regular classroom text enable teachers to instruct students on their current level of language proficiency. This allows teachers to assign grades in English/Language Arts, communications skills and reading/writing level at the language acquisition stage at which the student is currently functioning. This grading on the appropriate language development level, using a variety of instructional sources, provides optimal opportunity for promotion. In providing additional services, the school reading curriculum will be taught in both English and Spanish.

- B. Identify the staffing plan for the school's English language learner program, including the number and qualifications of staff.

In compliance with Florida State Law, META requirement, and the META Consent Decree, the School's teachers are required to participate in training when they have an English Language Learner (ELL) assigned to their class. We will provide adequate staffing of certified ESOL teachers, based on our student population, including an ESOL liaison for the school. Teachers will adhere to the following state requirements:

**Classification 1 Teachers:**

- Certification in another subject appropriate to the teaching assignment
- Complete 300 in-service points, or 15 semester hours of college credit through the courses listed below:
  1. Methods of Teaching ESOL
  2. ESOL Curriculum and Materials Development
  3. Cross-Cultural Communication and Understanding
  4. Testing and Evaluation of ESOL
  5. Applied Linguistics
- Experienced Teachers have 6 years of completion of ESOL Endorsement
- Beginning Teachers have 6 years for completion of ESOL Endorsement

**Classification 2 Teachers:**

- Hold certification in a subject appropriate to the teaching assignment
- Complete 60 in-service points or a 3-semester hour college credit ESOL Strategies course
- Experienced Teachers have one year to complete
- Beginning Teachers have two years to complete

**Classification 3 Teachers:**

- Hold certification in a subject appropriate to the teaching assignment
- Complete 18 in-service points or 3-semester hour college credit ESOL Strategies course
- Experienced Teachers have one year to complete
- Beginning Teachers have 2 years to complete

**Classification 4 Administrators and Student Services Coordinator:**

- 3 semester credit hours or in-service points
- Experienced School Administrator \$ Student Services Coordinator hired to have 3 calendar years to complete from hire date
- Beginning School Administrator \$ Student Services Coordinator hired have 3 calendar years to complete from hire date

C. Explain how English Language Learners who enter the school below grade level will be engaged in and benefit from the curriculum.

The English Language Learners who enter the school below grade level will be engaged in and benefit from the curriculum because the curriculum will be taught in two languages English and Spanish.

Our Students engaged and benefit from the curriculum:

SRA McGraw Hill Educational plan are completely integrated with the Differentiated Instruction Workshop activities that equip teachers with resources and opportunities for English-Language Learners (ELL), Challenge, Re-teach, and Intervention. The program's Workshop Kit includes manipulative and games students use to practice and refine their skills in a fun and engaging manner.

ELL students also benefit from the SRA McGraw Hill Educational Plan, which includes physical examples that are needed to reinforce English and to transition from Spanish to English.

*SRA ¡Imagínalo!* Is an elementary Spanish reading and language arts program that takes imagination and effective reading instruction to new levels. *SRA ¡Imagínalo!* Is a companion program to *Imagine It!* and gives teachers tools that make it easy to teach and fun for students to learn. Students learn to read in Spanish by using a syllabic approach.

This program provides guidelines and research-based approaches for implementing instruction to ensure optimal benefits for all students, including those with special learning needs. *SRA ¡Imagínalo!* provides a reading/language arts curriculum with scaffold support throughout all parts of the program, allowing for Spanish-speaking students to transition into any English Reading/Language Arts program and or English-speaking students to transition into any Spanish Reading/Language Arts program.

Likewise, This *SRA ¡Imagínalo!* Is an elementary Spanish program allows the charter to meet the mission of the charter which is: The focus will be on giving teachers more opportunities to teach students how to effectively read, write, problem-solve, and communicate (emphasizing the importance of fluency in a foreign language: Spanish, with daily lessons in this language incorporated into our class schedules).

Our teachers will be trained:

1. Determine and use appropriate instructional methods and strategies for individuals and groups, using knowledge of first and second language
2. Apply current and effective ESOL teaching methodologies in planning and delivering instruction to ELL Students
3. Locate and acquire relevant resources
4. Select and develop appropriate ESOL content according to student levels of proficiency in listening, speaking, reading, and writing, taking into account: (1) basic interpersonal communication skills (BICS), and (2) cognitive academics language proficiency skills (CLAPS) as they apply to the ESOL curriculum.
5. Evaluate, select, adapt, and employ appropriate instructional materials, media and technology for ESOL at elementary level.
6. Design and implement effective unit plans and daily lesson plans, which meet the needs of ESOL students within the context of the regular classroom.
7. Create a positive classroom environment to accommodate the various learning styles and cultural background of students.
8. Use formal and alternative method of assessment/evaluation of ELL students, including measurement of language, literacy and academic content metacognition.
9. Administer tests and interpret test results, applying basic measurement concepts
10. Apply essential strategies for developing and integrating the four language skills of listening composition, oral communication, reading and writing.

**Evaluation Criteria: English Language Learners**

Reviewers will look for:

- Demonstrated understanding of state and federal requirements regarding the education of English language learners.
- Sound plans for educating English language learner students that reflect the full range of programs and services required to provide all students with a high quality education.
- Demonstrated capacity to meet the school's obligations under state and federal law regarding the education of English language learners.



## Section 8: School Climate and Discipline

- A. Describe the school's planned approach to classroom management and student discipline.

Classroom management is an integral part of ensuring an effective learning atmosphere for elementary students. When teachers properly manage their classrooms they establish control so that students are aware of what types of behaviors are acceptable and which ones are not tolerated. In effect, a well-managed classroom makes it easier for students to focus on their education and succeed with coursework.

### Classroom Guidance

- One way for teachers to establish classroom management is by introducing students, from the first day, to classroom guidance. Classroom guidance is a set of standards and expectations that are developed by the teacher and designed to maintain order and respect among students. An example of a guidance expectation is the concept of retaliation. If a student bullies another student, the victim does not have the right to bully back or retaliate against the bully. Classroom guidance is best taught through activities that engage students and get them to think about appropriateness and best choices. These lessons are valuable for students to learn classroom etiquette, such as how to not disrupt others while they are learning.

### Classroom Rules

- Rules are different than guidance, because they are hardcore facts instead of teaching students how to interpret and react to particular situations. The charter school teachers will establish a set of classroom rules so that their school room does not become a mecca for chaos. Classroom rules should be easy for students to understand and straight to the point, such as, "No interrupting others," and, "Always ask permission to use the facilities." Rules also add a sense of accountability to students; if a student is "unruly," the teacher has a direct reference of the rule that was broken.

### Strengths-Based Approach

- Teachers try to manage their classroom through a strengths-based approach. When students break a rule or make a poor behavioral decision, help them see how things can be improved the next time around rather than using a punish-approach. Elementary students may be more receptive to correcting negative behaviors when they feel supported, rather than embarrassed or shamed

### Parental Involvement

- The school's is promoting teacher to get parents involved: Do not be afraid to seek parental involvement when necessary. Classroom management does not have to be solely between the teacher and the students. An extension to the parents may be required to help correct continuous behavioral issues in the classroom. Parental involvement lets students be aware that school is not an isolated activity separate from home life. As such, parents and teachers can work together to manage rowdy children.

- B. Describe the school's Code of Conduct, including the school's policies for discipline, suspension, and dismissal.

Galloway's Academy Charter will adopt the Gadsden County School District Student Code of Conduct

#### **Evaluation Criteria: School Climate and Discipline**

Reviewers will look for:

- A sound approach to classroom management and student discipline.
- Legally sound policies for student discipline, suspension, and dismissal, including the school's code of conduct.

## II. ORGANIZATIONAL PLAN

### Section 9: Governance

- A. Describe how the school will organize as or be operated by a non-profit organization.

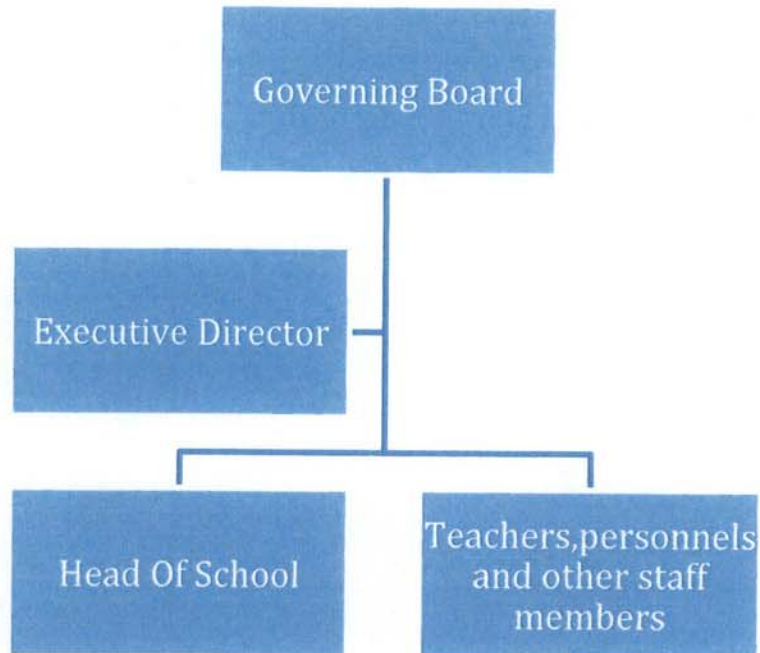
The Charter School will be subject to the control and management of the Gadsden County School Board in accordance with Section 1002.33 of the Florida Statutes. The Galloway Academy (Foreign Language Immersion School) of Business and Integrated Technology is a Florida non-profit corporation. The Governing Board is the charter applicant and is organized and operated as a non-profit corporation under the laws of the State of Florida. The founding and governing board members are not and will not seek employment of the Charter School. The charter school and its governing board will be subject to the supervision and provisions of the Gadsden County School Board and The State of Florida Board of Education, which will consist of Open and Public Meetings and Inspection of Public Records.

The Governing Board will follow the State of Florida Statues for open, public meetings. The meeting will be run under Robert' Rule of Order and presided over by the Chairperson of the Board. The Board will be accountable to the Gadsden County School Board, parents and students through regularly scheduled board meetings that will be advertised in advance.

According to Statues, the Governing Board will make an annual progress report to The Gadsden County School Board. The report will include: 1) The School progress toward the goals that are outlined in the Charters School's Application; 2) The information required in the Annual Report; 3) The revenues and expenditures of the school; and 4) The salary and benefit levels of the school employees.

The proposed charter is established under Reach One Teach One, INC the IRS Letter of Determination, the biographies/resumes for the Governing Board members and the Articles of Incorporation and By Laws for the Governing Board will be available.

- B. Provide an organizational chart for the school and a narrative description of the chart. Clearly describe the proposed reporting structure to the governing board and the relationship of the board to the school's leader and administration.



➤ **Governing Board Roles and Responsibilities**

- The Governing Board will preparing agendas, providing data, researching issues and complying with local, state, and federal laws and providing solution to any problems that may arise. The Governing Board will be responsible for setting, establishing, rules and regulations, policies and laws regarding the school.
- The Governing Board will be accountable to the parents, students, teachers, staff and the District during regularly scheduled board meetings. The board will be responsible in developing and implementing policies related to the school; also including specific board of directors' positions that are outlined in the by-laws.
- Polices set out by the Governing Board:
  - Academic and financial accountability
  - Report the school progress to the district
  - Review and approve audit reports
  - Ensure that the school has obtained a Certified Public Accountant
  - Documentation of the facilities in current use
  - Oversee operational policies
  - Parent & Community Relations-Having good relations with parents and community members

C. Provide a description of how the governing board will fulfill its responsibilities and obligations, including but not limited to:

- Adoption of annual budget
- Continuing oversight over charter school operations

The Governing Board establishes policies that consist along with the school mission and ensure the school operations are truthful to the terms of the school including compliance with statutes and regulations requirements.

The Governing Board will follow State Statues, Florida Sunshine Law, and the Gadsden County School Board Policy for open and public meetings. The meetings will be run under Robert's Rules of Order and will be presided over by the Chairperson.

The Governing Board shall be responsible for the development of the mission, vision and the appropriate polices to ensure that those fundamentals are established and maintained.

In compliance with the Florida Statues, the Board will make annual progress reports to the District. The report with consist of: 1) the school's progress towards the goals that are outlined. 2) The information that is required in pursuant to F.S. 229.592; 3. 3) The financial reports of the school revenues and expenditures. 4) The salary and benefits of the school employees.

The Governing Board will preparing agendas, providing data, researching issues and complying with local, state, and federal laws and providing solution to any problems that may arise.

D. Describe the proposed policies and procedures by which the governing board will operate, including board powers and duties; board member selection, removal procedures and term limits; code of ethics, conflict of interest, and frequency of meetings. If the Board has not yet developed policies, the applicant shall describe the timeline for development and approval of Board policies.

*Charter school governing boards must be guided by a set of by-laws that define how the board will operate. Applicants may include their proposed by-laws.*

The Governing Board will be accountable to the parents, students, teachers, staff and the District during regularly scheduled board meetings. The board will be responsible in developing and implementing policies related to the school;

also including specific board of director's positions that are outlined in the by-laws.

**Policies set out by the Governing Board:**

- Academic and financial accountability
- Report the school progress to the district
- Review and approve audit reports
- Ensure that the school has obtained a Certified Public Accountant
- Documentation of the facilities in current use
- Oversee operational policies and procedures

**Resignation**

Any Board member may resign at any time giving written notice of such to the board.

**Removal**

Any director may be removed from the office by the vote of the membership at any regular or special called meeting for that purpose.

**Vacancies**

Any vacancy during any term of office of the board of directors may be filled for the unexpired portion of the term with majority of the vote. All directors will hold office term for one year until the next annual meeting or resignation or removal of office.

**Public Meetings and Minutes**

The Governing Board will conduct regularly meeting. During these meetings minutes will be available for public viewing in accordance with Florida Public Records Law, Chapter 19, and Florida Statutes. Meeting information presented enrollment change and updates and any other information regarding the school.

**Conflict of Interest**

This policy will protect the Governing Board when entering an arrangement that might benefit the interest of an officer of the organization. This policy will not replace any state and federal laws governing conflict or interest to a nonprofit organization.

- E. Explain how the founding group for the school intends to transition to a governing board. (This question is not applicable if the applicant is an established governing board.)

The Governing Board is established as the Founding Board and will be comprised of the elected Board members

- F. Describe the plans for board member recruitment and development, including the orientation process for new members and ongoing professional development.

The Governing Board shall be offered a position by the Executive Director. All of the Board members will complete ongoing training in accordance with Rule 6 A-6.0784. The topics that will be covered are specified in Section 1002.33(9)(k) The Florida statues, will include:

1. Conflicts of Interest
2. Governance and Leadership
3. Charter School Law in Florida
4. Financial Responsibility
5. Government in the Sunshine Law
6. Ethics
  7. Understanding of Parliamentary Procedures
  8. Drafting Board Policies
  9. Questions that are guided for Mission Statement

The Board members will each receive a binder that will contain a copy of the by-laws, charter contract, management agreement, contact information and other important information.

- G. List each of the proposed members of the school's governing board, indicating any ex-officio members and vacant seats to be filled. For each proposed member, provide a brief description of the person's background that highlights the contribution he/she intends to make through service as a governing board member and any office of the board that individual holds.

The Governing Board proposed members are Alma Venisee (President), Millie Forehand (Vice-President) and Tara Campbell (Secretary). The Board consists of:

Alma Venisee (President):

Alma Venisee is an Executive Director of Investing in Youth in Gadsden County. Ms. Venisee, in 1997, a group of girls residing in Friendship, a community Southwest of the City of Quincy, Florida began talking to each other about how bored and restless they were. At that same time, a neighbor, **Alma Venisee**, whose only daughter had moved to Atlanta (to start her own career working with troubled youth) had a need to do “girly” things with girls. As fate brought Alma and the girls together, they talked about their boredom and restlessness. The more Alma talked with the girls she became increasingly concerned with the lack of opportunities and positive role models in the lives of these girls. Alma began meeting with them in her home twice a week.

The girls named their group “Girls With Power”. As a result of the “Girls With Power” success growth and personal development, Alma was determined to help African American youth overcome the societal ills and shortfalls rural youth encounter. Later in 1997, Alma Venisee organized and incorporated a nonprofit, “INVESTING IN OUR YOUTH, INC” and opened a second center in Atlanta, Georgia in 2012. Nevertheless, Ms. Alma Venisee intends to contribute the same leadership skills, mentoring skills and governing the governor board accordingly to help the proposed charter move in a successful direction in the Gadsden County Communities.

Mille Forehand (Vice President and Finance):

Ms. Mille Forehand volunteered several years alongside many other volunteers with local juvenile programs before establishing Crossroad Academy Charter School. Crossroad Academy is a public school of choice for parents who have children in PK – 9th grade. Crossroad Academy has been held up as a model and is recognized by the Florida Department of Education as a Distinguished Title I School and most recently received the designation as a High Performing Charter School. Crossroad has received grades in nine of the 13 years it has been open, with an A grade in five of those years and a grade of B in two of those years. Additionally, Crossroad just completed all requirements and received a recommendation for full accreditation by the Southern Association



of Colleges and Schools (SACS). However, Ms. Forehand will bring all the above quality to the proposed charter and move the charter in an effective direction.

Tara Campbell (Secretary)

Ms. Tara Campbell has served as a Director at Dick Howser Center for more than 15 years serving the Gadsden County Communities. Ms. Campbell wore many hats in order to maintain a successful center in Gadsden County. Ms. Campbell was responsibly for make sure the center was receiving: Early Intervention & Education; Developmental infant, toddler and preschool programs, Monthly parenting meetings, Parent assistance referral & coordination, School readiness programs (VPK), Onsite physical, occupational, & speech therapy services and providing Nutritious meals and snacks. Ms. Tara Campbell in tends to help the proposed charter by ensure governor meeting are schedule, parent meeting, and intervention services are being provided to those who need it and etc.

Outline the methods to be used for resolving disputes between a parent and the school.

When parents have any concerns, suggestions, and complaints they should contact the principal and request a conference with the teacher. Conferences should be at least one per semester and made before school, during planning time or at the end of the day.

When students feel they have been treated unfairly however in most cases problems can be resolved if students/parents speak with the teacher or staff member involved. If the student/parent does not resolve the problem this was and feels uncomfortable addressing the problem directly to the teacher or staff member, the student may request a conference with the Principal at any time. The student/parent may also request the presence of a third party such as a guidance counselor, resource teacher or other personnel. The parent may also be

present. If then the problem is not resolved the following steps should be followed:

1. The student/parent must present a written and signed statement to the principal written within (5) school days of the complaint. The statement should include the following information: a) description of the incident; b) date and time of the incident; c) persons involved and/or witnesses; d) location of the incident; e) attempts made to resolve the issue.
2. The principal shall respond in writing within (5) school days of the receipt of the statement. The principal shall make every effort to resolve the issue.
3. If the problem still has not been resolved at this step and the principal fails to respond in a timely manner to the student's statement the student/parent may submit the grievance to the Governing Board.
4. A meeting will be scheduled within (5) school days of receipt of the student's request for such a meeting. This meeting will include the person involved in the original action, the principal, the student, and the parents. If a decision is made at this meeting documentation of the agreed upon actions will be forwarded to all parties within (5) school days.
5. At any time, a parent(s) may withdraw their student(s) from the school and enroll them in the student's assigned district school in accordance with school/district policy.

If the school is filing the application in conjunction with a college, university, museum, educational institution, another nonprofit organization or any other partner, provide the following information:

The Galloway Academy (Foregin Language Immersion School) will not be using a partner organization

- H. Name of the partner organization.
- I. Name of the contact person at the partner organization and that person's full contact information.
- J. A description of the nature and purpose of the school's partnership with the organization.
- K. An explanation of how the partner organization will be involved in the governance of the school.

### Evaluation Criteria: Governance

Reviewers will look for:

- A governing board that is legally structured, or has a plan to organize in conformity with the laws of Florida.
- A clear description of the governing board's obligations and responsibilities.
- Evidence that the proposed governing board will contribute to the wide range of knowledge and skill needed to oversee a charter school.
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management.
- A clear, sensible method for resolving disputes between a parent and the school.

## Section 10: Management

- A. Describe the management structure of the school. Include job descriptions for teachers and each administrative position that identify key roles, responsibilities and accountability.
- **Governing Board Roles and Responsibilities**
  - The Governing Board will preparing agendas, providing data, researching issues and complying with local, state, and federal laws and providing solution to any problems that may arise. The Governing Board will be responsible for setting, establishing, rules and regulations, policies and laws regarding the school.
  - The Governing Board will be accountable to the parents, students, teachers, staff and the District during regularly scheduled board meetings. The board will be responsible in developing and implementing policies related to the school; also including specific board of directors' positions that are outlined in the by-laws.
  - Polices set out by the Governing Board:
    - Academic and financial accountability
    - Report the school progress to the district
    - Review and approve audit reports
    - Ensure that the school has obtained a Certified Public Accountant
    - Documentation of the facilities in current use
    - Oversee operational policies

- Parent & Community Relations-Having good relations with parents and community members
- **Executive Director-Roles and Responsibilities:**
  - The Executive Director will share the roles and responsibilities of operating day-to-day operation.
  - Parent & Community Relations-Having good relations with parents and community members
  - Academic and financial accountability
  - Report the school progress to the district
- **Principal Roles and Responsibilities:**
  - Student Discipline- A large part of any school principal's job is to handle student discipline. The first step of having effective student discipline is to make sure that your teachers know what you are expecting when it comes to student discipline
  - Teacher Evaluator-Most principals also are responsible for evaluating their teachers'
    - Performance following district and state guidelines
    - Develop, Implement, & Evaluate Programs
    - Schedule Setting
    - Hiring New Teachers
  - Parent & Community Relations-Having good relations with parents and community members
  - Monitor instruction increased along with their responsibility to
    - Help teachers improve their teaching.
  - Change in responsibilities, principals discovered the need to more effectively evaluate instruction and Assist teachers as they worked to improve their instructional techniques.
  - Monitor instruction increased along with their responsibility to
    - Help teachers improve their teaching.
- **Teachers Role and Responsibilities:**
  - Implementing Cooperative Learning in the Classroom
  - Parent & Community Relations-Having good relations with parents and community members
  - The teacher facilitates the learning by encouraging, prompting, interacting, and probing with good questioning techniques,

- The teacher will provide many learning manipulative and opportunities for small group learning
- Facilitate learning in the classroom

B. Outline the criteria and process that will be used to select the school's leader.

1. Must have a certification of Education Leadership.
2. Leadership experience and Teaching experience of at least 3 years
3. Expert knowledge of the curriculum
4. Knowledge of the school environment and a positive school climate
5. Ability to work with and within the community
6. Skills in using Technology to monitor the students' progress and a learning tool
7. Establish innovative and creative learning programs
8. Implement staff development and training
9. At least 3 years of experience with working with Governing Boards
10. Commitment to enabling the students to reach their personal best

Candidates that apply will go through an interview:

1. Their philosophy on education
2. Understanding of their role
3. Understand Common Core Standards and the use of data
4. Familiarity with the Charter school
5. The understanding of discipline, outreach, instructional, leadership, and supervision
6. The responses to the questions will be scored and the minimum score must be achieved in order to be considered for the position.

C. Provide a staffing plan for each year of the charter term aligned with the school's projected enrollment as detailed on the cover page of this application. Each year staffs will be hired according to the enrollment at the beginning of each school term according to the school projected enrollment.

D. Explain the school's plan for recruitment, selection, and development.

The entire staff of Galloway Academy Charter School must be committed to the high academic standards of the school. The faculty of the school must work cooperatively and collaboratively with the fellow faculty members, parents, the

community and students. Teaching requires energy, creativity, and persons who possess a desire to make educating our students exciting and making a difference in their educational experience.

The Governing Board and Executive Director will insure that they are committed in recruiting, selecting, and retaining highly effective teachers. The purpose of the employment procedures and the policies is to recruit faculty and staff that contribute to the school in ways that align with the schools mission.

The No Child Left Behind Act of 2001 makes the process easier by identifying and hiring "highly qualified teachers.

The Galloway Academy (Foreign Language Immersion Charter School) is an equal opportunity employer and recruits staff by using an innovative recruiting plan. The recruitment will be advertised, locally, state-wide resources that include:

- The School website
- Job Fairs
- College Recruiting: attract and hire newly graduated teachers
- On line Job Posting Boards: select educational and job recruitment websites
- Search resume' Databases

The selection process will be an interview structure, question prompts. The interview protocol will focus on job related questions within the interviewing guidelines. The following information is a guide to the process of paper screening applications, oral interviews.

**Principal:** Responsible for the Administration of the School

- Certification of Ed Leadership
- 3 years of leadership experience
- Leadership experience and Teaching experience
- Ability to work with the community
- Experience in working with advisory boards
- Using technology as a tool for learning and monitoring students progress
- Knowledgeable of the curriculum

- Motivated to establish creative learning programs
- Committed to professional development programs for faculty and staff
- Implementing staff development and training
- Committed to helping each student to reach his/her personal best

### **Classroom Teachers**

- Bachelor's Degree or higher Education
- Positive teaching evaluation history
- Computer skills
- Ability to make learning exciting
- Understanding various teaching styles
- Able to work with parent, students, and the school staff as a whole
- Knowledgeable of subject area
- Strong written and oral skills as well as communication skills
- Committed to the academic development of each student
- Engages in continual professional development

### **Interviews**

The process for the hiring of Instructional staff will be a panel or interview assembled by the Principal. The Interviewing will consist of asking the applicant past performances and experiences. The panel will use a rubric to evaluate their responses.

The quality of effective teachers provides the foundation for the teacher selection process. The qualities are: 1) Effective teaching; 2) the teacher as a person; 3) Classroom management; 4) Planning of the daily instruction; 5) Implementing daily instruction; 6) monitoring students assessments and student expectations. These qualities are indicators for effective teachers.

### **Hiring Policy**

The interviewed applicants must complete an Employment Application and a Release of Information that allows the school to conduct a background check and employment history.

The hiring policy is offer equal employment opportunity to all qualified employees regardless to race, color, creed, national origin, age, gender, marital status, sexual orientation, veteran status, non job related disability, physical or mental handicap, or any other characteristic protected by law. Pursuant to all federal and state laws including Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Act, Equal Pay for Equal Rights Act of 1964, Age Discrimination Act of 1967, Occupation and Health Act of 1970, Patsy T Mink Equal Opportunity in Education Act, Vietnam Era and Special Disabled Veterans Readjustment Assistance of 1974, Workers Compensation and Unemployment Compensation.

### **Hiring Qualifications**

The Galloway Academy (Foregin Language Immersion Charter School) will comply with F.S. 1002.33(9)(1)4, the preferred qualifications for each instructional and student service position applicable to the School will be available for review. The information will include degree(s) that are held, past teaching experience certification and years of experience.

All employees will be fingerprinted and have background checks as required by 1012.56(2)(d) Florida statue. The support staff will include cafeteria staff, custodians, paraprofessional, secretaries, and substitute teachers, as well as other approved to support the schools various programs. The support staff will also have to be fingerprinted and have background checks done as well.

### **Certification Monitoring**

The Human Resource Department will maintain a file for all faculty and staff members. Five year renewable requirements will be monitored. Certified teachers MUST hold a valid professional certificate which will be confirmed through the [www.fldoe.org](http://www.fldoe.org) website

### **Offer of Employment**

Processes have been established to ensure that hiring is consistent with all state and federal laws that will support the school budgets. Approval will be based on the school requirements, human resources consistency, and the accountability of finances.

If the candidate completes the pre-employment requirements and desired qualifications, employment will be offered.



Once the offer is accepted, a New Hire Packet is presented to the new employee. The packet will include payroll forms, W-2, state income tax form, Employee Handbook and information related to company offered benefits.

### **Employment Offers**

Every newly hired employee will sign an offer of employment. Extensions of employment are recommended on year-to-year basis. All instructional personnel will be considered 10-month employees, but will be paid over a 12-month period. Instructional staff will begin approximately two weeks prior to the start of school and will work one week after the end of school.

### **Orientation**

All new employees will participate in a mandatory Human Resource Orientation. During this time the employee will familiarize themselves with the handbooks, vision, mission, and to review the key areas of the handbook.

### **Professional Development**

This process has been proven to be a great benefit to organizations and to individual success. The professional development will include, but not limited to:

- Employee benefits
- New Teacher Induction Program
- Professional Ethics
- Teambuilding
- Student Handbook
- Classroom Protocol
- Discrimination/ Harassment Training
- Professional Seminars/Training
- CPR/First Aid

Along with guidance the school also has in place a professional development calendar to include:

- Pre- School in service
- Staff development during the teacher planning week
- Curriculum Cadres

### **Dismissal**

The employee may resign from the school, and or the school may terminate employment without cause and without notice. Per the employee handbook the school requests a two-week notice of all resignations. The school reserves the right to dismiss employees at will, but without being in violation of state and federal laws.

#### Evaluation Criteria: Management

Reviewers will look for:

- A management structure that includes clear delineation of roles and responsibilities for administering the day-to-day activities of the school.
- A sound plan for the recruitment and selection of the school leader.
- A viable and adequate staffing plan.
- A sound plan for recruiting and retaining qualified and capable staff.

### Section 11: Education Service Providers

If the school intends to enter into a contract with an Education Service Provider (ESP)<sup>2</sup>:

Galloway Academy Charter will not contract with an Education Service Provider.

- A. Describe the services to be provided by the ESP.
- B. Provide a draft of the proposed contract between the school and the ESP including, at a minimum, proposed services, performance evaluation measures, fee structure, renewal and termination provisions, and terms of property ownership (real, intellectual and personal).
- C. Unless the ESP is the parent non-profit organization, explain why the ESP was selected, including what due diligence efforts were conducted to inform the selection and how the relationship with the ESP will further the school's mission.

<sup>2</sup> An Education Service Provider (ESP) is an organization that provides comprehensive services to a school. Organized as non-profit or for-profit companies, ESPs generally fall into two categories:

- *Educational Management Organizations* (EMOs) that provide comprehensive school management services and may provide school designs and/or educational programming as well, and
- *Comprehensive School Design Providers* that offer a replicable school model or common pedagogical, instructional and governance approach.

- D. Explain the ESP's roles and responsibilities for the financial management of the proposed charter school, if applicable, and the internal controls that will be in place to guide this relationship.
- E. Unless the ESP is the parent non-profit organization, explain how the governing board will ensure that an "arm's length," performance-based relationship exists between the governing board and the ESP.
- F. Provide a summary of the ESP's history, including its educational philosophy and

G. Provide a summary of the ESP's history, including its educational philosophy and

CO

**Evaluation Criteria: Education Service Providers**

Reviewers will look for:

- A persuasive explanation of the reasons for contracting with an education service provider.
- A persuasive explanation of how the proposed relationship with the ESP will further the school's mission.
- A clear description of the services to be provided by the ESP.
- A clear delineation of the roles and responsibilities between the school's governing board and the ESP.
- A clearly defined performance-based relationship between the school's board and ESP.

## Section 12: Human Resources and Employment

- A. Explain the school's compensation plan, including whether staff will be publicly or privately employed. (See Attachment: Appendix D)

The compensation plan for the school both internally and externally is completely research based. Research has validated that school employees believe it is very important to be eligible for pay differentiation based on performance. Research also supports the fact that people are motivated through achievement and growth. Studies indicate that not only does this contribute to the retention of high quality staff, but also this also positively impacts student's achievement. Consequently, the School will have a performance -based compensation plan that includes the following.

- Based on Student achievement incentive bonuses for teachers and staff will be provided on an as needed basis.
- Incentive based on school grade

Galloway Academy Charter School will operate as a publicly employer and will also reflect an employment practice that will seek to reflect the diversity of the community and the students.

The Governing Board believes that it is in the best interest of the school and employees to be fairly compensated for the valued work that is provided towards the criteria linked to the student's achievements. Pay scales have already been established. Starting Salary factors will be considered but not limited to:

- Base Pay
- Higher Education of a Master's or PhD

B. Describe the proposed personnel policies and procedures to which staff will be required to adhere, including expectations for participation in the school's professional development program. If personnel policies and procedures have not been developed provide a clear plan, including timeline, for the development and approval by governing board.

| Required Trainings  | Other Offerings (optional depending on the need of the school) |
|---|--|
| New Teacher induction: a five day seminar depending on the needs of the teachers that includes instructional methods for data driven instruction and research based on classroom management and student motivation.   | 1. Writing Effective Lesson Plans                              |
|   | 2. Formalization of the Instructional Program                  |
| Teacher Learning Communities and ongoing community for new teachers that include monthly meetings to review and enhance the teacher's knowledge of high yield instructional strategies.   | 3. Development of a Comprehensive Assessment plan              |
| Curriculum Mapping: although the process of curriculum mapping occurs throughout the school year, once a year teachers meet to discuss the notes they have taken throughout the year to see how they can improve the curriculum maps for each subject area. | 4. Collection and Interpretation of Student                    |
| Master teachers then take this information to the classroom teachers to ensure that they have a successful next year by making them aware of any changes to the curriculum map.   | Performance and Achievement Data.                              |
|   | 5. Theory of Multiple Intelligences.                           |
| Data Analysis staff development is provided to teachers to ensure that they are analyzing their students' data for maximum student achievement.   | 6. The Effective Teacher.                                      |
|   | 7. Assessments and Evaluation.                                 |
|   | 8. What Great Teachers Do Differently: 14                      |
|   | things that matter most.                                       |

|  |  |
|--|--|
|  | 9. Classroom Instruction that works:<br>9          |
|  | high yield strategies.                             |
|  | 10. Six Traits of effective writers.               |
|  | 11. Using manipulative in math.                    |
|  | 12. Strategies for successful test<br>taking.      |
|  | 13. Best practice strategies for the<br>classroom. |
|  | 14. Centers in the classroom.                      |
|  | 15. Technology in the Classroom.                   |
|  | 16. The Interdisciplinary Curriculum.              |
|  | 17. English for Speakers of other<br>languages     |
|  | regulations and procedures.                        |
|  | 18. Exceptional student education<br>regulations   |
|  | and procedures.                                    |
|  | 19. Research based innovative<br>learning          |
|  | methods.   |
|  |  |
|  |  |

All staff will participate in a Human Resources Orientation Program where policies will be reviewed in detail and each employee will acknowledge their responsibility to adhere to School policies. Some of these policies will include harassment, discrimination, workplace violence, EEOC, safety, school ethics and conduct and other policies as outlined in the Employee Handbook. Part of each employee's performance evaluation will be based on how well they perform their job and how well they demonstrate professionalism and the values and principles of the company. Each employee will be accountable for a safe and positive work environment and learning environment for the students.

**Professional Development:**

Ensuring there are effective teachers who utilize multiple instructional strategies that will provide their students and educational environment that focuses on innovative learning methods for application of what they have

learned. This will facilitate a broad understanding of high-yield research based instructional strategies for positive results. The school will provide the following professional development trainings:

Professional development is a strategic tool for the School's continued growth, productivity and ability to retain valuable employees. Short term plans for projects, long term plans for organization, career development plans for the employee and skills building for immediate improvement in employee performance in areas of deficiency are all a part of professional development.

Nevertheless, to ensure our staff are getting the proper training and well prepared for common-core, the charter will adhere to the Florida Department of Education (<http://www.fldoe.org/schools/ccs.asp>) resources and to obtain free professional development training such as: Common Core State Standards (CCSS) videos, Professional Learning Policy Review: A Workbook for States and Districts, Achieve the Core, Illustrative Mathematics, CPALMS, Core Planner, Professional Development Toolkits: English Language Arts Common Core State Standards (K-8), Model Content Frameworks and Classroom Resources to meet the quality training for professional development to help staff transition into common core and facilitate learning in the classroom to meet state new standards. The site will also provide the following 2012 Common Core Summer Institutes: which provides the presentation and research based materials, techniques and tools to help transition to common core.

**Evaluation Criteria: Human Resources and Employment**

Reviewers will look for:

- A compensation plan that will attract and retain quality staff.
- Policies and procedures that hold staff to high professional standards or a plan to develop policies and procedures.

## Section 13: Student Recruitment and Enrollment

- A. Describe the plan for recruiting students, including strategies for reaching the school's targeted populations and those that might otherwise not have easy access to information on available educational options.
- To attract the school targeted population, the community and parents we first attract the parents and the community by presenting during an open house, brochures, television/commercials, radio and fliers. Galloway Academy (Foreign Language Immersion Charter School will give the parents and students the power to control their academic success: therefore we will offer a power tools that the Gadsden County School District does not offer at an elementary level: Galloway Academy Charter School will offer language immersion as part of the entire charter school. So not only do we have a head start on the Intensifying competition in the global society. Galloway Academy Charter School will be a great asset to the Gadsden County community: language immersion that represents one of the global economic powers, which lead our students to success in the 21<sup>st</sup> century.

The Governing Board understands the importance of marketing and recruiting to the parents and students. The marketing strategy begins in the immediate area and then expands to the mass market.

### **Recruitment**

Advertising to residents in the surrounding communities will be the main focus. To ensure a strong demand an application pool will be established. By using the school's Student information system this will provide an opportunity for all students applying to be admitted while also ensuring enrollment targets are met across all grade levels.

### **Marketing Plan**

The School will conduct a three phase marketing plan. This plan should achieve enrollment capacity with a low student/teacher ratio.

#### **Phase 1: Identification**

#### **Phase 2: Awareness**

#### **Phase 3: Recruitment**

#### **Phase 1: Identification**



The School will identify eligible students as stated in the Charter. Some of the indicators to identify target areas include:

- Demographics
- Local school capacity
- Local School performances

**Phase 2: Awareness**

Upon the approval of this Charter application the school will begin a mass broad marketing campaign throughout targeted areas to publish to the community about the charter schools movement and the opportunities that are available at the school. Information will be bilingually as needed for the area. Efforts will include:

- News Papers
- School website
- Local radio and television
- Town hall meetings
- Brochures about the school and programs

**Phase 3: Recruitment**

Enrollment will continue until the school is fully enrolled and staffed. At this time an extensive marketing strategy will be implemented. Efforts will include:

- Open houses and information about the school
- Continued distribution of brochures
- Attendance at job fairs
- Announcements at local university career centers
- Media announcements

B. Explain how the school will achieve a racial/ethnic balance reflective of the community it serves or with the racial/ethnic range of other local public schools.

The School will be committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act Section 1000.05(2)(a) and the Florida Statute that forbids discrimination on the basis of

race, national origin, gender, marital status, ethnicity, or disability. Hard to reach populations will include but not limited to:

- Availability of bilingual staff
- Website to have applications in multiple languages
- Advertise Open House in different locations throughout the community
- Production of marketing materials in multiple languages
- Posting of information in local public areas

Upon the approval of the Charter Application, the school will work to develop community partnerships that are in the best interest of both the school and the community. These community partnerships will enhance the integration of public entities that are charged with the welfare of our children increase the quality of services provided at the school. Examples of the type of partnerships we expect to develop include.

- Law enforcement agencies.
- Other public safety entities.
- Health and human services agencies.
- Not for profit organizations with child focused missions.
- Youth programs
- Chambers of Commerce
- Local businesses
- Investing in our Youth
- New Life

- C. Describe the school's proposed enrollment policies and procedures, including an explanation of the enrollment timeline, criteria and/or any preferences for enrollment, and lottery process.

The school believes in just, fair and equitable treatment of all students and in providing the best learning environment possible. The school will admit students regardless to race, color, nationality and ethnic origin, religion, sexual orientation or gender. According to section 1022.33(100(b) Eligible student that turn in their application in a timely manner shall be enrolled unless the number of applications exceed the number of capacity. Enrollment will follow Florida Statue 1002.33(15) c which includes enrolling student according to racial/ethnic

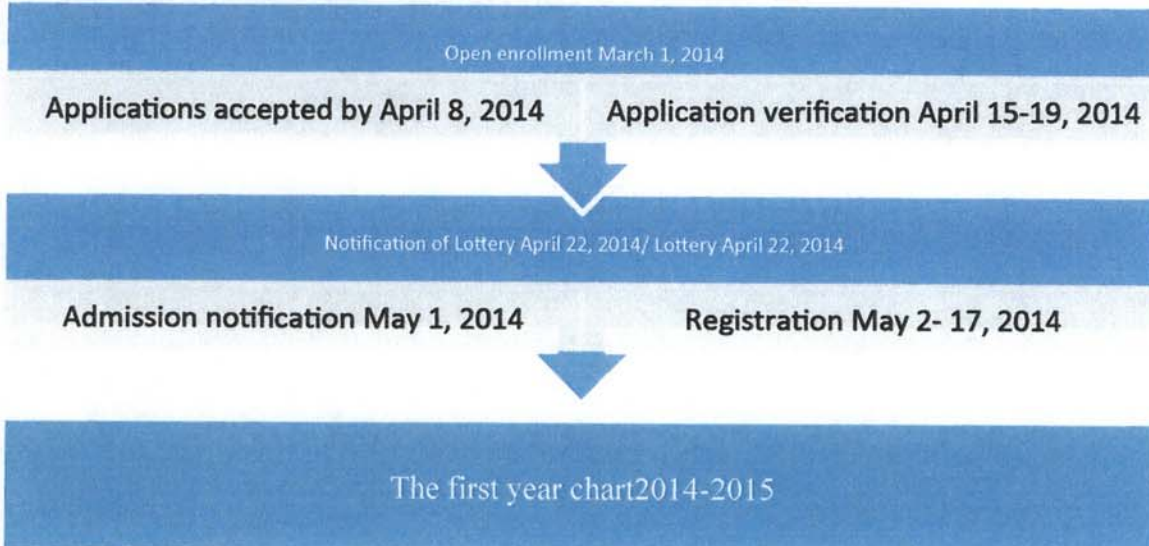
balance in FS 1002.33(7)(a) 8. In accordance with FS 1022.33(10)(d) The School may give preference to the following:

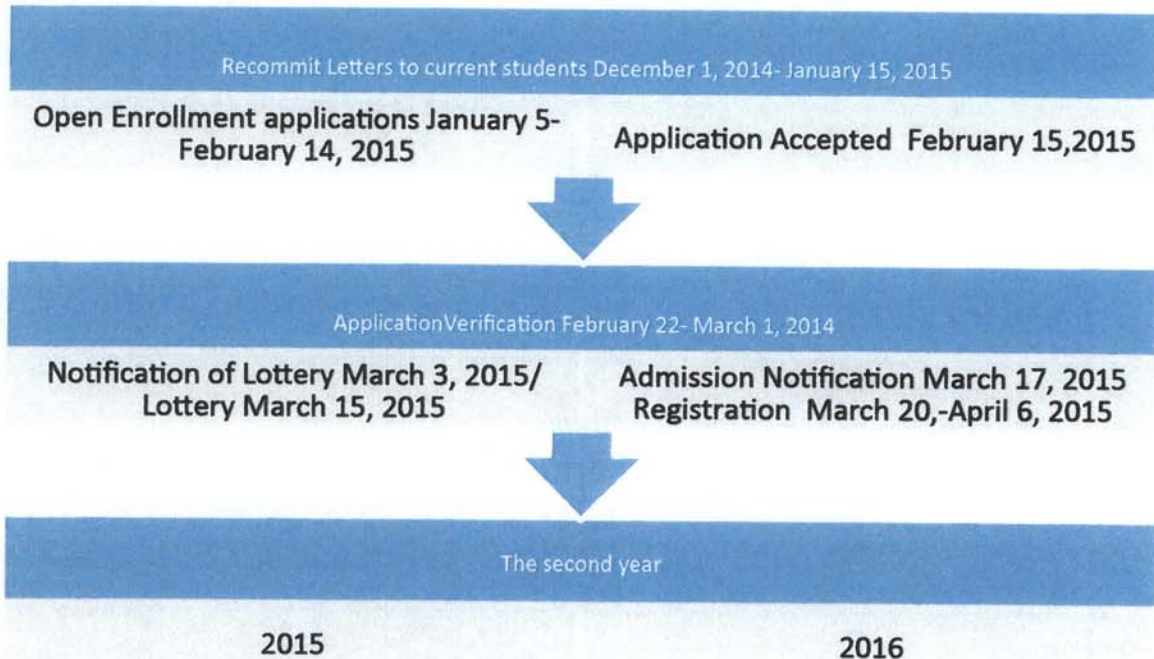
- Students who are siblings of a student enrolled in the charter school
- Students who are children of an employee or board member of the charter school
- Students who are children of Active Military personnel

Applications for student enrollment will be made available through the schools website and also in paper form at local distribution sites. Upon the submission of an application it is reviewed for eligibility of attendance. The data will be monitored to determine a need for lottery waiting list and letters of acceptance. If there is an overflow for any grade level then a lottery will be conducted. For all accepted students the district generally requires the following:

- Request of the cumulative folder
- Report card/transcript
- Social Security number
- Birth Certificate
- Current Medical history/Shot Records

Applications will be accepted on an ongoing basis and maintained. Year 1 and Year 2 charts in that order:





### Early Registration

Open enrollment will be established prior to opening. At the end of enrollment parents will be notified of acceptance to the school or an assigned lottery number. If capacity is not reached after the enrollment period; then applications will be accepted on first come first serve basis.

All applications will be stamped with the date and time as they are received and filed by grade level. The numbers of seats are based on the recommitment of students of prior year. Applications received after the enrollment period will be placed on the bottom of the waiting list.

The Lottery system will be generated. Notification of acceptance will be in writing no later than 30 days past the acceptance period. If the applicant decides not to attend the school the slot will be given to the next person on the waiting list in that grade level.

The School will be committed to enrolling a diverse student population and shall abide by the provisions in the Florida Educational Equity Act Section 1000.05 and the Florida Statute that forbids discrimination on the basis of race, national origin, sex, martial statues or handicap.

Enrollment will follow FS 1002.33(7)(a)8. This includes enrolling student according to racial/ethnic balance in the schools marketing plan. This effort will include the availability of bilingual staff.

### **Lottery Rules and Procedures**

#### **Rules: General**

As far as the following rules terms are defined:

- All reference to the dates that are defined as the close of Business on the date indicated
- Random method of the lottery refers to the selection of names manually as a blind drawing until all names have been drawn.
- All student not already attending the school will participate in the lottery
- Application received prior to the end of enrollment deadline are able to participate in the lottery
- Applications received after the initial enrollment will be offered first come first serve basis
- All applicant offered an seat should respond before the deadline or their name will be placed on the waiting list
- Only one lottery shall be conducted by the school which will include all grades if the applicant exceeds the excepted seats that are available
- If the number of applicant is fewer than the number of seat available there will be no public lottery

**ALL OFFERS OF REGISTRATION SHALL BE MADE IN THE ORDER OF THE LOTTERY RESULTS AND NO OFFER SHALL BE MADE TO A STUDENT THAT IS NOT ENTITLED TO THE SEAT.**

#### **Rules: Preference**

- All preference categories and entitlement shall be published and established prior to the lottery
- Applicant with a preference status can be offered a seat ahead of an applicant without
- Preferences are subject to review and verification and will be rescind if status is not verified or valid

In accordance with FS 1022.33(10)(d) The School may give preference to the following:

- Students who are siblings of a student enrolled in the charter school
- Students who are children of an employee or board member of the charter school
- Students who are children of Active Military personnel  
Siblings who are applying for the first will receive preference after one of the siblings has been accepted.

**Procedure:**

The open enrollment will be published in advance of the lottery.

- Enrollment office will select the applicants that are eligible to participate in the lottery
- The enrollment office will select the grades that need an lottery and will run the process
- Letters will be sent out to offer students acceptance into the school and the remaining students will be moved to the waiting list  
Applications received after the enrollment period will be placed on the waiting list based on when the applications were received. Date/Time will be stamped upon receiving the applications.

- D. Explain any student and/or family contracts that will be used as a requisite for initial and continued enrollment in the school. Describe if and how the school will enforce such contracts. **(See attachment family contract: Appendix E)**

Parental involvement will be fostered by a contract between the parents, students, and the school. Also the parent will be required to perform at least twenty volunteer hours per year. This will support a meaningful relationship for the student's education.

Active parental participation will be required at the School. Parental participation is essential to operating high quality charter schools. Parent participation is the key to the success of the overall program and will be solicited for the development of school goals and objectives. Parent/teacher

Organization (PTO) will be established to provide a voice for parent and community input that can be used in the development of existing schools as well as new schools and programs. PTO's will be organized each school year at the School. The PTO shall be comprised of parents of enrolled students, administrators and teachers. Parental participation in the schools' operations and governance will be fostered by a parental "contract" between the parent, student and School. Annual surveys will be distributed to parents to receive input for school improvement and satisfaction. The Student Information System provides a parent portal that will allow parents to access the real time student data, message boards and direct to teacher and administrator e-mail capability. This supports the continual and meaningful parental involvement in each student's education. PTO representatives provide regular reports to the Governing Board.

Parents will be notified via routine postings regarding the time and place of Governing Board meetings, and they will be invited to attend and participate. The School Principal will be represented at the Governing Board meetings to discuss all issues pertaining to the management of the School. Issues to be discussed will include school finance, student achievement benchmark results, institutional focus, personal issues facility issues and ancillary service issues.

Enrollment is a parent(s)/student cooperative choice, wherein a parent(s) contractually agrees to be responsible for their child/children abiding by the rules and regulations applicable to attendance, classroom participation, behavior, and uniform policy. Failure to abide by that contract may result in loss of re-enrollment opportunity the ensuing year. According to a ruling by the Florida Department of Education General Counsel.

Parental participation in the school's operations and governance will be fostered by:

- A parental contract between the parent, student and school.
- Governing Board meetings will be open to the public and notification will be disseminated per Sunshine Law.
- Parent/teacher conferences will be held to provide a forum for open discussion and to build parent/teacher understandings and support.
- Semiannual surveys will be distributed to parents to receive input for school improvement and satisfaction.

- E. Explain any other efforts to encourage parental and community involvement, if applicable. N/A

**Evaluation Criteria: Student Recruitment and Enrollment**

Reviewers will look for:

- A student recruitment plan that will enable the school to attract its targeted population.
- An enrollment and admissions process that is open, fair, and in accordance with applicable law.

**Section 14: Facilities**

If the site is acquired:

- A. Describe the proposed facility, including location, size and layout of space.

The school facility will be located at 640 South Shelter St. Quincy, Fl. 32351. This location is zoned with many existing neighborhoods. There will be a total of 6-24x36 portables and community center that is 50x40; which will accommodate the students, faculty, and administrative staff. The portables will include space to facilitate learning for grades K-5. The constructed facilities will meet all safety codes in compliance with Florida's building codes and will also be accessible for disabled students, staff, and visitors. There will be appropriate areas designated for assemblies, lunch, indoor/outdoor recreation etc. There are also areas zoned for student drop-off and pick-up and parking designated for visitors and employees. The cost of facility construction on maintenance is not the responsibility of the district.

- B. Describe the actions that will be taken to ensure the facility is in compliance with applicable laws, regulations and policies and is ready for the school's opening.



Pending approval of this charter Application, the School facility is already established and available. The facility will be privately owned and constructed by a private contractor. The District will be provided with documentation of ownership and certification that the building satisfies all requirements for fire, safety, health and accessibility for the disabled prior to beginning operations. All applicable building codes including the Americans with Disabilities Accessibility Guidelines for new building construction will be given to the district as well. The facility will comply with all building code standards and regulations adopted by the city and county in which the school is located.

- C. Describe how the facility will meet the school's capacity needs for students to be served.

The constructed facilities will meet all safety codes in compliance with Florida's building codes and will also be accessible for disabled students, staff, and visitors. There will be appropriate areas designated for assemblies, lunch, indoor/outdoor recreation etc. There are also areas zoned for student drop-off and pick-up and parking designated for visitors and employees. The cost of facility construction on maintenance is not the responsibility of the district

- D. Explain the anticipated costs for the facility, including renovation, rent, utilities and maintenance. Identify, if applicable, any funding sources (other than state and local funding) that will be applied to facilities-related costs.
- *The financial plan for the proposed school should align with the facilities-related costs described.*

The Charter school anticipated costs to rent the facilities from New Life CDC. Rent: \$ 8,000.00 monthly x 12 months = \$96, 000 that includes maintenance and renovation. The utilities anticipated cost is \$1,000.00 monthly x 12 months= \$12,000. There is no other funding source to be applied to facilities related cost.

- E. Describe the back-up facilities plan.
- *What is the alternate plan for facilities if the proposed facility is not available or is determined to be inappropriate for the school's opening?*

The school expects to follow through with the facility plan due to the facilities are already acquired. In the event that the facility Certificate of Occupancy is not issued on time. The Owner plans to defer for one year until the facility plan can be carried out ensuring compliance in all areas.

If the site is not acquired:

The site is already acquired. In the event that the facility Certificate of Occupancy is not issued on time. The Owner plans to defer for one year until the facility plan can be carried out ensuring compliance in all areas.

- F. Explain the school's facility needs, including desired location, size, and layout of space.
- G. Provide an estimate of the costs of the anticipated facility needs and describe how such estimates have been derived.
  - o *The financial plan for the proposed school should align with the facilities-related costs described.*
- H. Explain the strategy and schedule that will be employed to secure an adequate facility.
- I. Describe the back-up facilities plan.
- J. Describe the plan and methods the school will employ to comply with Florida's constitutional class size requirement.

**Evaluation Criteria: Facilities**

Reviewers will look for:

- A realistic plan for securing a facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school has the necessary resources to fund the facilities plan.

## Section 15: Transportation Service

- A. Describe the school's plan for transportation, including any plans for contracting services. Your plan should discuss, to the greatest extent possible, the issues relevant to the school's transportation plans.<sup>3</sup>

The school will provide transportation for their students; the plans to contract transportation services in order to provide transportation to and from school for the students within the zoned bus routes. It is anticipated that the school will provide transportation to students who are located near hazardous walking conditions as defined in 1006.23. The population of students who will be offered transportation according to the above criterion is approximately 30%.

All accepted applicants are required to submit a "Transportation Request". The request will be complied, and then transportation zones and bus routes are initiated to transport the most students. Parents within established zones will be notified of route and pick-up/ drop-off. According to Florida Statutes 1011.68(5) the school is entitled to its share of program funds including transportation. The school district shall cooperate in making arrangements to guarantee that transportation is not an issue for all students who live within the distance stated in the schools Charter. The school may provide transportation is not an issue for all students who live within the distance stated in the schools charter. The school may provide transportation via a contract with the districts or private transportation. However all providers of transportation must and provide proof that all rules and regulations governing student transportation met.

### Evaluation Criteria: Transportation

Reviewers will look for:

- A transportation plan that serves all eligible students and specifies in sufficient detail the responsibilities of all parties (the sponsor, the charter school, and other applicable service providers).

<sup>3</sup> The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter. (Section 1002.33(20)(c), Florida Statutes)

## Section 16: Food Service

- A. Describe the school's plan for food services, including any plans for contracting services or plans to participate in the National School Lunch Program.
- Galloway's Academy Charter School intends to use USDA National School Lunch Program that is a federally assisted meal program operating in public and not for profit private schools. The charter will contract with a contract service that provides nutritionally balanced low cost or free lunches to children school day. The school intends to contract with New Life CDC, which has a licensed kitchen to serve food. The proposed charter and New Life CDC will attend the proper training to become apart of the USDA National School Lunch Program. Therefore, the school does not intend to transport food.

### Evaluation Criteria: Food Service

Reviewers will look for:

- A food service plan that will serve all students.

## Section 17: Budget

- A. Provide an operating budget covering each year of the requested charter term that contains revenue projections, expenses and anticipated fund balances. The budget should be based on the projected student enrollment indicated on the cover page of the application. (See attachment: Appendix F)
- B. Provide a start-up budget that contains a balance sheet, revenue projections, including source of revenues, expenses, and anticipated fund balance. The start-up budget must cover any period prior to the beginning of FTE payments in which the school will expend funds on activities necessary for the successful start-up of the school. (See attachment: Appendix G)

The Charter Advancement at a108 students: FEFP @ \$742, 095.00 that is \$185, 523.00 for the first 3 months.

- C. Provide a detailed narrative description of the revenue and expenditure assumptions on which the operating and start-up budget are based. *The budget narrative should provide sufficient information to fully understand how budgetary figures were determined. (See attachment: Appendix G)*

The Charter Advancement at a108 students: FEFP @ \$742, 095.00 that is \$185, 523.00 for the first 3 months.

Advance on the students

FEFP @ \$ 61, 841.25 monthly x 3= \$185, 523.75  
\$742, 095.00 / 12 months = \$ 61, 841.25 x 3= \$185, 523.75

- D. Explain how the governing board will monitor the budget, including a strategy for addressing revenue shortfalls due to lower than expected enrollment.

Monthly meetings will be held in order for the board to monitor and review and approve budget and expenses.

- E. Provide monthly cash flow projections for the school's start-up period (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) through the first year of operation. (See attachment: Appendix H)

- F. Describe the school's fundraising plan, if applicable. Report on the current status of any fundraising efforts, including verification of any fundraising monies reported in the school's start-up or operating budgets.

The proposed charter intends to have some fundraising activities. Here are lists of possibly fundraising activities: Family School Wide Carnival, Movie Day, Dress Down Day, and Candy Bar Sales, etc.

**Evaluation Criteria: Budget**

Reviewers will look for:

- Budgetary projections which are consistent with all parts of the application, including the school's mission, educational program, staffing plan and facility.
- A realistic assessment of projected sources of revenue and expenses that ensure the financial viability of the school.
- A sound plan to monitor the budget and make adjustments as necessary.

## Section 18: Financial Management and Oversight

- A. Describe who will manage the school's finances and how the school will ensure financial resources are properly managed.

The Governing Board will employ a Business Administrator/Administrative Assistant to set up working bookkeeping system, train appropriate staff to manage the system. The will obtain well-established process and procedures to ensure fiscal responsibility and sound internal controls. The Governing Board will approve the financial policy manual. The policy manual will include, at a minimum: establishment of a modified accrual accounting system, a chart of accounts that uses the same numbering system as the DOE, internal controls that establish segregation of duties and authorization and processing of cash receipts and disbursements, establishment of a payroll system, and process for meeting DOE data reporting requirement.

The school will employ a school-based Business Administrator/Administrative Assistant who will act as a liaison to the school Finance and Accounting Department for human resource, payroll, and financial matters relating to cash collection and accounts payable. The Business Administrator/Administrative Assistant, will also work with School Principal and Executive Director to ensure adherence to the Governing Board approved budget. Below is a summary of the finance and accounting functions that the Business Administrator or Bookkeeper will perform:

- Deposit funds received from food services sales, aftercare programs, and fundraising into proper bank accounts according to company policy.
- Submit documentation for all receipts and disbursement made at the school level
- Follow up and collect returned checks from parents
- Prepare and submit purchase orders according to company policy
- Review and approve expenditure invoices with School Principal
- Maintain reconciliation of internal funds account

The Financial Management team consists of the following

- Executive Director will serve as the Accounts Payable Coordinator: Pays approved expenditures for the charter school
- Staff Accountant (Administrative Assistant): Prepares the monthly financial statements for the charter school

- Controller: Board of Directors; oversees the school Accounting Department
- Executive Director and Board of Directors: Prepare the school annual budget; reviews the financial performance of the school on a monthly and quarterly basis, focusing on budget variances
- Board of Directors: Oversees the work of the Budget Analyst; conduct Quarterly Dashboard reviews with the Executive Director.

B. Describe the financial controls, including an annual audit and regular board review of financial statements, which will be employed to safeguard finances.

The Governing Board shall adopt on an annual basis a comprehensive budget, which shall include all forms of revenue and all expenditures, including (1) Total Revenues; (2) Operating Expenses; (3) Reserve Expenses, (4) Audit Expenses and (5) Fund Balance with respect to the charter school it governs. Amendments to the budget will require the approval of the Governing Board.

In addition to preparing a conservative budget, the Governing Board has rigorous budget management process to ensure that the school it governs achieves the desired positive financial results. The Governing Board will approach budget management as a three-part process: (1) financial statement preparation, (2) regular review of actual results, and (3) continuous forecasting of future results. The first part of the process is the preparation of the school's monthly financial statements. These financial statements are prepared on a monthly basis by the Financial Management Company and are distributed to both the school leadership and Governing Board. Monthly financial statements will be prepared using General Accounting and Reporting Board's (GASB) 34 guidelines and the "Financial and Program Cost Accounting and Reporting for Florida Schools" as recommended in F.S. 1002.33 (9)(g). Monthly financial statements will also contain a comparison of actual results as compared to the approved budget. In compliance with F.S. 1002.33(9)(i)(1), the school will obtain an annual financial audit that is performed by an independent certified public accounting firm. Audit reports will be compliant with the newly published GASB 54 requirements for fund balance reporting. The board will use proper auditor selection procedures as outlined in F.S. 218.391.

To complement the financial statement, the Executive director and administrative assistant will provide monthly dashboard reports. The dashboard report summarizes the monthly activity of the school, compares the results to the budget, identifies significant budget variances, and provides recommendations where appropriate. On

a quarterly basis, the dashboard reports are reviewed in a quarterly meeting that is attended by the school leadership, Executive Director and Administrative Assistant. Any materials items are presented to the Governing Board in a timely manner.

As budget variances arise and are managed, new projections are developed each month to ensure the schools stays on track financially throughout the year. These projections allow school leadership to make timely management decisions to ensure the financial health of the schools, and are presented to the Governing Board on a quarterly basis.

**Financial Deliverables Pre-Opening (will be provided to Sponsor by July 1<sup>st</sup>)**

- Financial assurance of ability to cover start –up costs, initial liabilities and expenses in a fiscally sound manner: including bank statement, letters of pledge, and other sources as required by the Sponsor.
- Evidence of bank arrangements established with appropriate signatures (representatives of the governing board and to verify with required fidelity bonds) and other authorized personnel.
- The school’s written instructions concerning Sponsor’s payments to be made under this contract (e.g., bank account information for direct deposit, ACH, or check)
- Evidence that a payroll /employee benefits system has been established
- Evidence that a fixed asset management system exists and will be implemented
- A description of internal audit procedures and establishment of controls to ensure financial resources are properly managed
- W-9 Form
- Proposed Budget

Monthly

- Monthly financial report delivered to the Sponsor by 20<sup>th</sup> of the following month (i.e., July monthly financial reports delivered by August 20<sup>th</sup>)
- Monthly financial statement delivered to the Governing Board by the last day of the following month (i.e., July monthly financial statement delivered by August 31<sup>st</sup>)

Quarterly

- Quarterly presentation to the Governing Board to include:
- Quarterly Financial results
- Year-end projected financial results.



Annually:

- Name, address, fax, and contact numbers of Board of Directors and proof of engagement for financial statement audit report required in Contract provided to Sponsor by June 1<sup>st</sup>
- Annual audit financial statement delivered to the Sponsor by July 20<sup>th</sup>
- Annual Financial statement audit delivered to the Sponsor by September 30<sup>th</sup>
- Evidence of the school's governing board's approval of the annual audit (and findings and recommendations) at the Board next schedule meeting after the final audit report has been issued will be provided to the Sponsor
- Preliminary budget will be submitted to the Sponsor by July 1; final budget by August 6<sup>th</sup>; mid-year budget by January 18<sup>th</sup>; and a final budget reflecting year – end by September 30<sup>th</sup>

C. Describe the method by which accounting records will be maintained.

As stated in the application, the school's monthly financial statement will be prepared using General Accounting Standards Board's (GASB) 34 guidelines and the "Financial and Program Cost Accounting and Reporting for Florida Schools" as recommended in F.S. 1002.33(9)(g). Monthly financial statement will also contain a comparison of actual results compared to the approved budget. The school will also provide annual financial report and program cost report information in the stated required formats for inclusion in district reporting compliance with F.S. 101.60(1).

In Compliance with F.S. 1002.323 (9)(j)(1), the school will obtain an annual financial audit that is performed by independent certified public accountant. Audit reports will compliant with the newly published GASB 54 requirements for fund balance reporting. The board will use proper auditor selection procedures as outlined in F.S. 218.391.

D. Describe how the school will store student and financial records.

Student records shall be maintained in a limited access area and shall be locked at all times. As per the Florida Statutes, Chapter 119, all permanent or archival

records will be kept in a locked fireproof cabinet. Access to the records shall be confined to required school personnel (i.e. clerical personnel). Records shall not be made available to anyone outside the school except in accordance with the guidelines for public records or in the event of a lawful court order. Records shall be made available to district staff for the purpose of monitoring and oversight.

Financial records will be maintained at the school located in the office, in a secured environment, with limited access to pertinent staff. However, should the District request or require an examination of financial records, the school principal or Executive Director will accommodate the District.

- E. Describe the insurance coverage the school will obtain, including applicable health, workers compensation, general liability, property insurance and directors and officer's liability coverage.

The school will comply with all requirements specified by the District, or applicable state statutes regarding insurance and liability coverage. These include:

- Errors and Omissions Insurance
- Fiduciary Liability Insurance 'Officers and Directors Liability Insurance
- Commercial General Liability Insurance
- Officers and Directors Liability Insurance
- Fidelity Crime Coverage
- Automobile Liability Insurance
- Employment Practices Liability Insurance
- Property Insurance
- Educator Legal Liability Insurance
- Worker's Compensation Insurance
- Unemployment Compensation Insurance

Sample Model Of Insurance Data

|                                  |  |                            |
|----------------------------------|--|----------------------------|
| Commercial,<br>General Liability | Up to:<br>Each Occurrence<br>General Aggregate | \$1,000,000<br>\$3,000,000 |
| Automobile                       | Each Accident<br>Bodily Injury                 | Combined Single<br>Limit   |

|   |   |   |
|---|---|---|
|   | Property Damage   | \$1,000,000   |
| Professional Liability (Errors and Omissions) | Each Occurrence<br>Aggregate                                  | \$1,000,000<br>\$3,000,000                              |
| Officers and Directors Liability              | Each Loss<br>Each Policy Period                               | \$1,000,000<br>\$1,000,000                              |
| Property Insurance                            |   | Based on value of property                              |
| Fidelity Crime                                |   | \$1,000,000   |
| Workers' Compensation and                     |   | Statutory Limits  |
| Employer's Liability                          | EL Each Accident<br>EL Disease Occurrence<br>EL Disease Limit | \$1,000,000<br>\$1,000,000<br>\$1,000,000               |
| Student Accident Liability                    | Basic Each Occurrence<br>Catastrophic                         | Reimburses Out-of-Pocket Expense<br>100% after \$25,000 |
| Educator Legal Liability                      | Each Claim<br>Aggregate                                       | \$3,000,000<br>\$5,000,000                              |
| Fiduciary Liability                           |   | \$1,000,000   |
|   |   |   |

**Evaluation Criteria: Financial Management and Oversight**

Reviewers will look for:

- A clear description of how the school's finances will be managed. The description must include assurances that the governing board retains ultimate control over the school's finances.
- A clear description of strong internal controls. The system of internal controls must be sufficient to safeguard finances.

## Section 19: Action Plan

- A. Present a projected timetable for the school's start-up, including but not limited to the following key activities:
- i. Identifying and securing facility
  - ii. Recruiting and hiring staff
  - iii. Staff training
  - iv. Governing Board training
  - v. Policy Adoption by Board (if necessary)
  - vi. Lottery, if necessary
  - vii. Student enrollment

The activities included should align with the start-up budget described earlier in the application. If an activity will be paid for by a source of funding not included in the start-up budget, it should be clearly indicated. (This timetable is a projection and is not meant to be binding on the school or sponsor)

| Period      | Project Tasks/Milestones  |
|-------------|---|
| 08/13-10/13 | <ul style="list-style-type: none"> <li>• Approval of Charter Application/Contract</li> <li>• Identifying and Securing Facility</li> <li>• Management Agreement Executed</li> </ul>  |
| 11/13-1/14  | <ul style="list-style-type: none"> <li>• Apply for General Building Permit</li> <li>• Enrollment-Finalize School Budget/Forecasts</li> <li>• Governing Board Training</li> <li>• General Community Awareness/Information Marketing</li> </ul> |
| 1/14-06/14  | <ul style="list-style-type: none"> <li>• RFP's Vendors</li> <li>• -Services</li> <li>• -Furniture, Fixture, and Equipment listing</li> <li>• -Technology</li> <li>• Direct Marketing for Student</li> </ul>                                   |

|             |  |
|-------------|--|
|             | <p><b>Enrollment</b></p> <ul style="list-style-type: none"> <li>• Community Activities</li> <li>• Open Enrollment Period</li> <li>• Identify Potential Leadership Candidates</li> </ul>  |
| 04/13-06/14 | <ul style="list-style-type: none"> <li>• Facility Lease Executed</li> <li>• Begin faculty Hiring</li> <li>• Direct Marketing for Student Enrollment</li> <li>• Student Enrollment/Registration (Ongoing)</li> <li>• Lottery, if necessary</li> <li>• Certificate of Occupancy</li> </ul>   |
| 07/13-8/14  | <ul style="list-style-type: none"> <li>• Staff Training (on-going)</li> <li>• Installation of Furniture, Fixture and Equipment</li> <li>• Staff Move-In</li> <li>• Teacher Professional Development</li> <li>• Open House Session for Parents and Students</li> <li>• Student Enrollment/Registration (Ongoing)</li> <li>• Lottery, if necessary</li> <li>• First Day of School</li> </ul> |

**Evaluation Criteria: Action Plan**

Reviewers will look for an action plan that:

- Provides a thoughtful and realistic implementation plan that covers major operational items and provides flexibility for addressing unanticipated events.

### III. STATEMENT OF ASSURANCES

This form must be signed by a duly authorized representative of the applicant group and submitted with the application for a charter school.

As the authorized representative of the applicant group, I hereby certify that the information submitted in this application for a charter for \_\_\_\_\_ is accurate and true to the best of my knowledge and belief; and further, I certify that, if awarded a charter, the school:

- Will be nonsectarian in its programs, admission policies, employment practices and operations.
- Will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.
- Will adhere to the antidiscrimination provisions of section 1000.05, F.S.
- Will adhere to all applicable provision of state and federal law relating to the education of students with disabilities, including the Individuals with Disabilities Education Act; section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.
- Will adhere to all applicable provisions of federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.
- Will participate in the statewide assessment program created under section 1008.22, F.S.
- Will comply with Florida statutes relating to public records and public meetings, including Chapter 119, Florida Statutes, and section 286.011, F.S., which are applicable to applicants even prior to being granted a charter.
- Will obtain and keep current all necessary permits, licenses and certifications related to fire, health and safety within the building and on school property.

- Will provide for an annual financial audit in accordance with section 218.39, F.S.

The governing board, at its discretion, allows Traneisha Galloway (name), Executive Director (title) to sign as the legal correspondent for the school.

*Traneisha Galloway*  
\_\_\_\_\_  
Signature

*Aug. 1, 2013*  
\_\_\_\_\_  
Date

*Traneisha Galloway*  
\_\_\_\_\_  
Printed Name

# Appendix A



**ALIGNMENT TO STANDARDS-BASED INSTRUCTION**

**The Florida State Model for Classroom Teacher Professional Learning and Evaluation – an evaluation tool aligned to Dr. Robert Marzano’s contemporary research on instructional strategies and practices with a cause and effect relationship to student learning growth.**

The purpose of the Marzano based indicators are to increase student learning growth by improving the quality of instructional services. The focus is on developing a repertoire of quality strategies with teacher capacity to implement them correctly and in appropriate circumstances. The following charts identify ways to use the Florida State Model for Classroom Teacher Evaluation to promote practices that align this instructional framework to standards-based instruction (SBI) and the transition to the Common Core standards. (Note: Only those indicators with a **direct alignment** to standards-based instruction are included in the charts below.)

| <b>Domain 1: Classroom Strategies and Behaviors</b><br>The focus of this domain is on the actions and behaviors that teachers demonstrate and the strategies that teachers use which have a direct effect on student achievement. | <b>Standards-Based Instruction Alignments – Questions to consider in using the indicator to focus on SBI.</b>   |
|---|---|
| <b>Design Question One: What will I do to establish and communicate learning goals, track student progress, and celebrate success?</b>  |   |
| Indicator: Providing Clear Learning Goals and Scales (Rubrics)<br>The teacher provides a clearly stated learning goal accompanied by a scale or rubric that describes levels of performance relative to the learning goal.        | <ul style="list-style-type: none"> <li>• Each course has assigned state standards (<b>Common Core/NGSSS</b>). Does the teacher use these standards as the basis for articulating a clear learning goal for students?</li> <li>• Does the learning goal clearly articulate a desired outcome that aligns to mastery of an appropriate standard?</li> <li>• Is the learning goal specific regarding the particular standard(s) that will be mastered?</li> <li>• Does the scale (rubric) clearly delineate the performance that will be required to determine mastery of the standard?</li> </ul> |
| <b>Design Question Two: What will I do to help students effectively interact with new knowledge?</b>  |   |
| Indicator: Identifying Critical Information<br>During this segment of the lesson, the teacher identifies the specific information to which students should pay particular attention.  | <ul style="list-style-type: none"> <li>• Is the teacher identifying information which is essential to unpacking the standard for the students?</li> <li>• Are the linkages between common critical elements being made?</li> <li>• Does the time and attention being invested on the critical information align with the importance of the element in meeting the course standard(s)?</li> </ul>  |
| Indicator: Previewing New Content<br>When previewing new content, the teacher engages students in activities that help them make links between what they already know and the new content being addressed.                        | <ul style="list-style-type: none"> <li>• Has the teacher identified elements of the <b>Common Core</b> standards or NGSSS that will help students make these links?</li> <li>• Is the teacher considering the overarching course questions being addressed by the course standards as links to new information are made?</li> <li>• Does the teacher call upon information from previously mastered standards to help students make the links to</li> </ul>   |

|  |  |
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|  | <p>the new information?</p> <ul style="list-style-type: none"> <li>Is relevant critical information from previous standards considered and discussed as a way of linking and connecting the new information?</li> </ul>  |
| <p><b>Indicator: Chunking Content into "Digestible Bites"</b><br/>It is important for the teacher to ensure that information is presented in increments that can be easily processed by students (i.e. digestible bites).</p>                | <ul style="list-style-type: none"> <li>Are the chunks of information aligned with the manner in which they are grouped by the standards (<b>Common Core/NGSSS</b>)?</li> <li>Does the "chunking process" enhance the degree to which the links are made between the essential core standards of the course or between <b>Common Core</b> standards?</li> <li>Do the methods used to break the content into manageable pieces yield their intended results in terms of ensuring mastery of the standards?</li> </ul>  |
| <p><b>Indicator: Processing New Information</b><br/>The teacher engages students in actively processing new information.</p>   | <ul style="list-style-type: none"> <li>Does the processing of information indicate progress toward mastering content essential to the course standard(s)?</li> <li>Is the manner in which students are engaged with the content indicating progress toward mastering <b>Common Core</b> standards related to literacy?</li> <li>Is the teacher designing engagement strategies that support, enhance or reinforce anchor standards for <b>Common Core</b>?</li> </ul>  |
| <p><b>Indicator: Elaborating on New Information</b><br/>The teacher asks questions or engages students in activities that require elaborative inferences that go beyond what was explicitly taught.</p>                                      | <ul style="list-style-type: none"> <li>Are the questions leading to a deeper level of understanding of the standard(s)?</li> <li>Do the engagement strategies ensure a more rigorous examination of the essential element of the standard?</li> <li>Is essential information required for mastery of the standard being reinforced by the elaboration?</li> </ul>  |
| <p><b>Indicator: Recording and Representing Knowledge</b><br/>The teacher engages students in activities that help them record their understanding of new content in linguistic ways and/or represent the content in nonlinguistic ways.</p> | <ul style="list-style-type: none"> <li>Are the activities demonstrating that students understand key course content as articulated in the course standards?</li> <li>Is the manner in which students are recording or representing their knowledge indicating progress toward mastering <b>Common Core</b> standards related to literacy?</li> <li>Do the activities support, enhance or reinforce anchor standards for <b>Common Core</b>?</li> </ul>   |
| <p><b>Indicator: Reflecting on Learning</b><br/>The teacher engages students in activities that help them reflect on their learning and the learning process.</p>  | <ul style="list-style-type: none"> <li>As part of the reflection process, are students clear about how this new information is related to the intended outcomes of the course or to their mastery of course standards?</li> <li>Does the reflective process engage students in activities that support, enhance or reinforce anchor standards for <b>Common Core</b>?</li> <li>Are students identifying "hard to grasp" concepts present in the standards?</li> <li>Does the teacher use the information shared during the reflection process to determine progress toward mastery of the course standard(s)?</li> <li>Does the teacher use the information shared during the reflection process to determine progress toward mastery of <b>Common Core</b> elements?</li> </ul> |
| <p><b>Design Question Three: What will I do to help students practice and deepen their understanding of new knowledge?</b></p>   |  |
| <p><b>Indicator: Reviewing Content</b><br/>The teacher engages students in a brief review of content that highlights the critical information.</p>   | <ul style="list-style-type: none"> <li>Is the teacher reviewing information which is essential to unpacking the standard for the students?</li> <li>Are links between common critical elements being</li> </ul>  |

|   |   |
|---|---|
|   | <p>made?</p> <ul style="list-style-type: none"> <li>• Are students clear about how the information is related to the intended outcomes of the course or to their mastery of course standards?</li> <li>• Is the teacher clarifying some of the "hard to grasp" concepts of the standard as identified during the reflection segment of the previous lesson(s)?</li> </ul>   |
| <p><b>Indicator: Using Homework</b><br/>When appropriate (as opposed to routinely) the teacher designs homework to deepen students' knowledge of informational content or, practice a skill, strategy, or process.</p>  | <ul style="list-style-type: none"> <li>• Are the homework activities designed so that students will reinforce their understanding of key course content as articulated in the course standards?</li> <li>• Does the review of students' homework assignments indicate progress toward mastering course standards?</li> <li>• Does the review of students' homework assignments indicate progress toward mastering <b>Common Core</b> standards related to literacy?</li> <li>• Do the homework activities support, enhance or reinforce anchor standards for <b>Common Core</b>?</li> </ul>                 |
| <p><b>Indicator: Examining Similarities and Differences</b><br/>When the content is informational, the teacher helps students deepen their knowledge by examining similarities and differences. Such activities may require students to compare, classify, analyze or create metaphors for the information.</p> | <ul style="list-style-type: none"> <li>• Does the teacher use essential elements of course standards as the basis for comparison activities?</li> <li>• Do the comparisons indicate an understanding of fundamental knowledge for course standards?</li> <li>• Does the classification or analytical activity reinforce core standards for the key content?</li> <li>• Do the activities used to examine similarities and differences reinforce <b>Common Core</b> standards?</li> <li>• Do the activities used to examine similarities and differences reinforce anchor standards for literacy?</li> </ul> |
| <p><b>Indicator: Examining Errors in Reasoning</b><br/>When content is informational, the teacher helps students deepen their knowledge by examining their own reasoning or the logic of the information as presented to them.</p>  | <ul style="list-style-type: none"> <li>• Does the teacher use essential elements of course standards as the basis for helping students examine errors in reasoning?</li> <li>• Do the students' responses indicate an understanding of fundamental knowledge for course standards?</li> <li>• Do these activities reinforce core standards for the key content?</li> <li>• Do the activities reinforce <b>Common Core</b> standards?</li> <li>• Do the activities reinforce anchor standards for literacy?</li> </ul>   |
| <p><b>Indicator: Practicing Skills, Strategies and Processes</b><br/>When the content involves a skill, strategy, or process, the teacher engages students in practice activities that help them develop fluency.</p>   | <ul style="list-style-type: none"> <li>• Are the practice activities designed so that students will reinforce their understanding of key course content as articulated in the course standards?</li> <li>• Does the review of students' practice assignments indicate progress toward mastering course standards?</li> <li>• Does the review of students' practice assignments indicate progress toward mastering <b>Common Core</b> standards related to literacy?</li> <li>• Does the practice activity support, enhance or reinforce anchor standards for <b>Common Core</b>?</li> </ul>                 |
| <p><b>Indicator: Revising Knowledge</b><br/>The teacher engages students in revision of previous knowledge about content addressed in previous lessons.</p>   | <ul style="list-style-type: none"> <li>• Does the revised information require that students correct essential understanding related to course standards?</li> <li>• Does the revision of information help to clarify the links between common critical elements in the course standards or of the <b>Common Core</b> standards?</li> <li>• Are students clear about how the revised information is related to the intended outcomes of the course or to their mastery of course standards?</li> </ul>   |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>Does the revision process help to clarifying some of the "hard to grasp" concepts of the standard as identified during the reflection segment of the previous lesson(s)?</li> </ul>  |
| <p><b>Design Question Four: What will I do to help students generate and test hypotheses about new knowledge?</b></p>   |   |
| <p>Indicator: Engaging Students in Cognitively Complex Tasks Involving Hypothesis Generation and Testing<br/>The teacher engages students in complex tasks (e.g. decision making, problem solving, experimental inquiry, investigation) that require them to generate and test hypotheses.</p>  | <ul style="list-style-type: none"> <li>Are tasks congruent with <b>Common Core</b> anchor standards for literacy?</li> <li>Does the task require students to use information from previous standards related to the attainment of mastery for the current standard?</li> <li>Does the teacher help students to understand the relationship between the task and the appropriate course standard or essential question?</li> <li>Are the cognitively complex tasks designed to increase the rigor of the course in alignment with the NGSSS intent?</li> <li>Does the review of student products generated during this phase of instruction indicate progress toward mastery of course standards?</li> </ul> |
| <p>Indicator: Providing Resources and Guidance<br/>The teacher acts as resource provider and guide as students engage in cognitively complex tasks.</p>   | <ul style="list-style-type: none"> <li>Does the teacher lead students to explore resources promoted in the course or <b>Common Core</b> standards?</li> </ul>   |
| <p><b>Design Question Five: What will I do to engage students?</b></p>  |   |
| <p>Indicator: Using Academic Games</p>  | <ul style="list-style-type: none"> <li>Does the teacher use content in the academic games that supports the acquisition of essential knowledge for mastering the course standards?</li> <li>Do the games help students to acquire <b>Common Core</b> anchor standards for literacy?</li> <li>Is the teacher clear in explaining how the use of the game is directly related to mastery of essential course content?</li> </ul>  |
| <p>Indicator: Demonstrating Intensity and Enthusiasm<br/>The teacher demonstrates intensity and enthusiasm for the content in a variety of ways. The essential element in this indicator is around the teacher's enthusiasm about the subject matter.</p>   | <ul style="list-style-type: none"> <li>Do the personal stories or experiences described by the teacher relate directly to key content required for mastery of the course standard?</li> <li>Does the teacher clearly relate the relationship of the personal vignette to content course standards?</li> </ul>   |
| <p>Indicator: Using Friendly Controversy<br/>The teacher uses friendly controversy techniques to maintain student engagement.</p>   | <ul style="list-style-type: none"> <li>Are the activities used to promote friendly controversy aligned with skills or strategies that students must demonstrate to be considered content literate?</li> <li>When engaging in dialogue related to friendly controversy activities, are students encouraged/required to apply skills from the <b>Common Core</b> anchor standards for listening and speaking?</li> </ul>  |
| <p>Indicator: Providing Opportunities for Students to Talk about Themselves<br/>The teacher provides students with opportunities to relate what is being addressed in class to their personal interests. In the design of this indicator, teachers must ensure that students make connections between the content and their personal interests.</p> | <ul style="list-style-type: none"> <li>Do the personal stories or experiences described by the student relate directly to key content required for mastery of the course standard?</li> <li>Does the student clearly relate the relationship of the personal vignette to content course standards?</li> <li>Are the activities aligned with skills or strategies that students must demonstrate to be considered content literate?</li> <li>When sharing information, are students encouraged/required to apply skills from the <b>Common Core</b> anchor standards for listening and speaking?</li> </ul>  |
| <p>Indicator: Presenting Unusual or Intriguing Information<br/>The teacher uses unusual or intriguing information about the content in a manner that enhances student engagement.</p>   | <ul style="list-style-type: none"> <li>Does the unusual or intriguing information relate directly to key content required for mastery of the course standard?</li> <li>Does the teacher clearly relate the relationship of the</li> </ul>   |

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|   | <p>information to content course standards?</p> <ul style="list-style-type: none"> <li>• Can the students describe the relationship between the unusual or intriguing information and essential course content?</li> <li>• Does student interaction with the unusual or intriguing information indicate progress toward mastery of course standards or <b>Common Core</b> anchor standard for literacy?</li> </ul>   |
| <p><b>Design Question Eight: What will I do to establish and maintain effective relationships with students?</b></p>  |  |
| <p><b>Indicator: Understanding Students' Interests</b><br/>The teacher uses students' interests and background to produce a climate of acceptance and community. An element of this indicator is building student interest into lessons. It is important to ensure that use of this strategy helps students to see the link between the area of interest and mastery of course standards.</p> | <ul style="list-style-type: none"> <li>• Does the activity built on student areas of interest relate directly to key content required for mastery of the course standard?</li> <li>• Does the teacher clearly relate the relationship of the information to content course standards?</li> <li>• Can the students describe the relationship between the area of interest information and essential course content?</li> <li>• Does student interaction with the content built around areas of interest indicate progress toward mastery of course standards or <b>Common Core</b> anchor standard for literacy?</li> </ul>   |
| <p><b>Design Question Nine: What will I do to communicate high expectations for all students?</b></p>   |  |
| <p><b>Indicator: Asking Questions of Low Expectancy Students</b><br/>The teacher asks questions of low expectancy students with the same frequency and depth as with high expectancy students.</p>  | <ul style="list-style-type: none"> <li>• Does the teacher hold the same expectations for all students regarding mastery of course standards?</li> <li>• Does the teacher ensure that all students have multiple opportunities to interact with the course content in a manner that is congruent with student abilities to demonstrate mastery of course standards?</li> <li>• Are all students expected to interact with content in complex ways that hold them accountable for mastery of course standards and <b>Common Core</b> standards?</li> <li>• Are all students held accountable for demonstrating <b>Common Core</b> anchor standards for literacy?</li> </ul>  |
| <p><b>Indicator: Probing Incorrect Answers of Low Expectancy Students</b><br/>The teacher probes incorrect answers of low expectancy students in the same manner as he/she does with high expectancy students.</p>  | <ul style="list-style-type: none"> <li>• Does the teacher hold the same expectations for all students regarding responses to questions about essential course content?</li> <li>• Does the teacher ensure that all students have multiple opportunities to answer questions related to course content in a manner that is congruent with student abilities to demonstrate mastery of course standards?</li> <li>• Are all students expected to answer questions about content in complex ways that hold them accountable for mastery of course standards and <b>Common Core</b> standards?</li> <li>• Are all students held accountable for demonstrating <b>Common Core</b> anchor standards for literacy?</li> </ul> |
| <p><b>Domain 2: Planning and Preparing</b><br/>The focus of this domain is on effective planning and preparation to facilitate better decisions in the classroom in order to produce the greatest gains on student learning.</p>  | <p><b>Standards-Based Instruction Alignments – Questions to consider in using the indicator to focus on SBI.</b></p>   |
| <p><b>Planning and Preparing for Lessons and Units</b></p>  |  |
| <p><b>Indicator: Effective Scaffolding of Information within Lessons</b><br/>Within lessons, the teacher prepares and plans the organization of content in such a way that each new piece of information builds on the previous piece.</p>  | <ul style="list-style-type: none"> <li>• Does the teacher describe the rationale for how the content is organized and aligned to mastery of course standards or <b>Common Core</b> standards?</li> <li>• Does the teacher describe the rationale for the sequence of instruction in order to ensure mastery of</li> </ul>  |

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|   | <p>course standards?</p> <ul style="list-style-type: none"> <li>• Does the teacher describe how content is related to previous lessons, units or other content specific to course standards?</li> <li>• Does the teacher organize content that builds upon previous information, thereby scaffolding essential critical information present in the course standards?</li> <li>• Is the presentation of content logical and progressive (from simple to complex)?</li> <li>• Where appropriate, is content integrated with other content areas and standards (NGSS/Common Core)?</li> </ul> |
| <p>Indicator: Lessons within Units<br/>The teacher organizes lessons within units to progress toward a deep understanding of content.</p>   | <ul style="list-style-type: none"> <li>• Does the teacher describe how lessons within the unit progress toward deep understanding and transfer of content related to mastery of course standards?</li> <li>• Does the teacher describe how learning will be extended so that students are progressing toward standard mastery?</li> <li>• Do lesson plans illustrate how learning will move from an understanding of foundational content to application of information in authentic ways in alignment with the rigor of NGSSS and Common Core Standards?</li> </ul>                       |
| <p>Indicator: Attention to Established Content Standards<br/>The teacher ensures that lesson and unit plans are aligned with established content standards identified by the district and the manner in which that content should be sequenced.</p> | <ul style="list-style-type: none"> <li>• Do plans identify or reference the important content standards identified by the district?</li> <li>• Do plans reflect appropriate attention to Common Core standards?</li> <li>• Do plans reflect appropriate attention to Common Core anchor standards for literacy?</li> <li>• Do plans reflect the sequence of the content to be taught as identified by the district in order to ensure mastery of course standards?</li> </ul>  |
| <p><b>Planning and Preparing for Use of Resources and Technology</b></p>  |  |
| <p>Indicator: Use of Available Traditional Resources<br/>The teacher identifies the available traditional resources (materials and human) for upcoming units and lessons.</p>   | <ul style="list-style-type: none"> <li>• Does the teacher lead students to explore resources promoted in the course or Common Core standards?</li> <li>• Are the identified resources reflective of those required for mastery of content standards?</li> <li>• Is use of the identified resources designed to promote proficiency in Common Core anchor standards for literacy?</li> </ul>  |
| <p>Indicator: Use of Available Technology<br/>The teacher identifies the use of available technology that can enhance students' understanding of content in a lesson or unit.</p>   | <ul style="list-style-type: none"> <li>• Does use of technologies enhance students' abilities to access key content that will lead to mastery of course or Common Core standards?</li> <li>• Are the identified technology resources reflective of those required for mastery of content standards?</li> <li>• Is use of the identified technology resources designed to promote proficiency in Common Core anchor standards for literacy?</li> </ul>  |
| <p><b>Planning and Preparing for Special Needs of Students</b></p>  |  |
| <p>Indicator: Needs of English Language Learners<br/>The teacher provides for the needs of English Language Learners (ELL) by identifying the adaptations that must be made within a lesson or unit.</p>  | <ul style="list-style-type: none"> <li>• Does the teacher hold the same expectations for ELL students regarding mastery of course standards?</li> <li>• Does the teacher ensure that ELL students have appropriate adaptations while holding them accountable for mastery of course standards and Common Core standards?</li> <li>• Are ELL students held accountable for demonstrating Common Core anchor standards for literacy?</li> </ul>  |
| <p>Indicator: Needs of Students Receiving Special Education</p>   | <ul style="list-style-type: none"> <li>• Does the teacher hold the same expectations for</li> </ul>  |

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|  | <p>students receiving special education regarding mastery of course standards?</p> <ul style="list-style-type: none"> <li>• Does the teacher ensure that students receiving special education have appropriate adaptations while holding them accountable for mastery of course standards and <b>Common Core</b> standards?</li> <li>• Are students receiving special education held accountable for demonstrating <b>Common Core</b> anchor standards for literacy?</li> </ul>  |
| <p>Indicator: Needs of Students Who Lack Support for Schooling<br/>The teacher identifies the needs of students who come from home environments that offer little support for schooling.</p> | <ul style="list-style-type: none"> <li>• Does the teacher hold the same expectations for students who lack support for schooling regarding mastery of course standards?</li> <li>• Does the teacher ensure that students who lack support for schooling have appropriate adaptations while holding them accountable for mastery of course standards and <b>Common Core</b> standards?</li> <li>• Are students who lack support for schooling held accountable for demonstrating <b>Common Core</b> anchor standards for literacy?</li> </ul> |

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| <p><b>Domain 3 – Reflecting on Teaching</b><br/>The focus of this domain is on teachers’ awareness of their own instructional practices and their ability to translate this self-awareness into professional growth plans that are monitored and adjusted as appropriate.</p> | <p><b>Standards-Based Instruction Alignments – Questions to consider in using the indicator to focus on SBI.</b></p> |
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| <p><b>Evaluating Personal Performance</b></p>   |  |
| <p>Indicator: Identifying Specific Areas of Pedagogical Strength and Weakness<br/>The teacher identifies specific strategies and behaviors on which to improve from Domain 1 (routine lesson segments, content lesson segments and segments that are enacted on the spot).</p>          | <ul style="list-style-type: none"> <li>• Does the teacher identify specific areas of strength and weakness related to understanding of NGSSS or <b>Common Core</b> standards?</li> <li>• Does the teacher keep track of specifically identified focus areas for improvement related to NGSSS or <b>Common Core</b> standards?</li> </ul>   |
| <p>Indicator: Evaluating the Effectiveness of Individual Lessons and Units<br/>The teacher determines how effective a lesson or unit of instruction was in terms of enhancing student achievement and identifies causes of success or difficulty.</p>                                   | <ul style="list-style-type: none"> <li>• Does the teacher gathers and keeps records of his or her evaluations of individual lessons and units, specifically in relation to how well they were able to move students toward mastery of targeted course or <b>Common Core</b> standards?</li> <li>• Is the teacher able to explain the strengths and weaknesses of specific lessons and units as they relate to standards mastery?</li> <li>• Is the teacher able to explain the alignment of the assessment tasks and the targeted learning goals for standards mastery?</li> <li>• Does the teacher explain how the assessment tasks help track student progress toward learning goals related to the targeted standard(s)?</li> </ul> |
| <p>Indicator: Evaluating the Effectiveness of Specific Pedagogical Strategies and Behaviors<br/>The teacher determines the effectiveness of specific instructional techniques regarding the achievement of subgroups of students and identifies specific reasons for discrepancies.</p> | <ul style="list-style-type: none"> <li>• Does the teacher collect evidence of the effects of specific classroom strategies and behaviors on specific categories of students (i.e., different socio-economic groups, different ethnic groups) related to mastery of NGSSS/<b>Common Core</b> standards?</li> <li>• Is the teacher able to provide an analysis of specific causes of success or difficulty for specific categories of students (i.e., different socio-economic groups, different ethnic groups) related to mastery of NGSSS/<b>Common Core</b> standards?</li> <li>• Can the teacher explain the differential effects of</li> </ul>  |

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|  | specific classroom strategies and behaviors on specific categories of students related to mastery of NGSSS/Common Core standards?   |
| <b>Developing and Implementing a Professional Growth Plan</b>  |   |
| <p><b>Indicator: Developing a Written Growth and Development Plan</b><br/>The teacher develops a written professional growth plan with specific and measureable goals, action steps, manageable timelines and appropriate resources.</p> | <ul style="list-style-type: none"> <li>• Does the teacher describe how specific professional learning will enhance his/her ability to deliver content sufficient for students to master the identified course and/or Common Core standards?</li> <li>• Are specific goals and action steps aligned with improvement for targeted areas of weakness related to NGSSS/Common Core standards?</li> <li>• Are identified resources sufficient and related to targeted areas for improvement?</li> </ul> |
| <p><b>Indicator: Monitoring Progress Relative to the Professional Growth Plan</b><br/>The teacher charts his or her progress toward goals using established action plans, milestones and timelines.</p>                                  | <ul style="list-style-type: none"> <li>• Does the teacher describe progress toward mastery of professional growth goals and their impact on his/her ability to deliver content related to course standards or Common Core standards?</li> <li>• Does the teacher describe student growth or mastery of standards related to his/her professional growth plan?</li> <li>• Does the teacher present data that substantiates this student growth or mastery of standards?</li> </ul>                   |

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| <b>Domain 4 – Collegiality and Professionalism</b><br>The focus of this domain is on the environment around which the other domains may be effectively implemented. | <b>Standards-Based Instruction Alignments – Questions to consider in using the indicator to focus on SBI.</b> |
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| <b>Promoting a Positive Environment</b>  |  |
| <p><b>Indicator: Promoting Positive Interactions with Colleagues</b><br/>The teacher interacts with other teachers in a positive manner to promote and support student learning.</p> | <ul style="list-style-type: none"> <li>• Does the teacher access available expertise and resources to support students' learning needs from colleagues who share common course standards?</li> <li>• Does the teacher interact positively with colleagues to promote and support student learning related to NGSSS/Common Core standards?</li> </ul> |

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| <p><b>Indicator: Promoting Positive Interactions about Students and Parents</b><br/>The teacher interacts with students and parents in a positive manner to foster learning and promote positive home/school relationships.</p> | <ul style="list-style-type: none"> <li>• Does the teacher foster collaborative partnerships with parents to include communicating the course standards?</li> <li>• Does the teacher ensure consistent and timely communication with parents regarding student expectations, progress and/or concerns related to mastery of NGSSS/Common Core standards?</li> <li>• Does the teacher encourage parent involvement in classroom and school activities related to students' mastery of NGSSS/Common Core standards?</li> <li>• Does the teacher demonstrate awareness and sensitivity to social, cultural and language backgrounds of families when communicating expectations related to students' mastery of NGSSS/Common Core standards?</li> <li>• Does the teacher use multiple means and modalities to communicate with families related to students' mastery of NGSSS/Common Core standards?</li> <li>• Does the teacher respond promptly to requests for support, assistance and/or clarification related to students' mastery of NGSSS/Common Core standards?</li> </ul> |
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| <b>Promoting Exchange of Ideas and Strategies</b>                         |   |
| <p><b>Indicator: Seeking Mentorship for Areas of Need or Interest</b></p> | <ul style="list-style-type: none"> <li>• Does the teacher seek assistance from colleagues in</li> </ul> |



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| <p>The teacher seeks help and input from colleagues regarding specific classroom strategies and behaviors.</p>  | <p>support students' learning needs related to mastery of course standards?</p> <ul style="list-style-type: none"> <li>• Does the teacher seek help and input during meetings of professional learning communities in support of instruction around common course standards or <b>Common Core</b> standards?</li> <li>• Does the teacher seek assistance from appropriate school administrators or staff members as needed related to course standards or <b>Common Core</b> standards?</li> <li>• Does the teacher interact with colleagues around areas of common interest to promote and support student learning related to NGSSS/<b>Common Core</b> standards?</li> </ul> |
| <p>Indicator: Mentoring Other Teachers and Sharing Ideas and Strategies<br/>The teacher provides other teachers with help and input regarding specific classroom strategies and behaviors.</p>                          | <ul style="list-style-type: none"> <li>• Does the teacher provide assistance to colleagues in support students' learning needs related to mastery of course standards?</li> <li>• Does the teacher provide help and input during meetings of professional learning communities in support of instruction around common course standards or <b>Common Core</b> standards?</li> <li>• Does the teacher direct other teachers to seek assistance from appropriate school administrators or staff members as needed related to course standards or <b>Common Core</b> standards?</li> </ul>  |
| <p><b>Promoting District and School Development</b></p>   |  |
| <p>Indicator: Participating in District and School Initiatives<br/>The teacher is aware of the district's and school's initiatives and participates in them in accordance with his or her talents and availability.</p> | <ul style="list-style-type: none"> <li>• Does the teacher serves on school and district committees which support curriculum, instruction or assessment related to NGSSS or <b>Common Core</b> standards?</li> <li>• Does the teacher facilitate professional development opportunities at school or for the district related to NGSSS or <b>Common Core</b> standards?</li> <li>• Does the teacher document efforts to achieve school and district improvement goals related to NGSSS or <b>Common Core</b> standards?</li> </ul>  |

# Appendix B

## Effective Teaching for the Common Core: The Insight Core Framework

**The Common Core State Standards** chart a bold and compelling vision for moving beyond the rhetoric of college and career readiness to making certain students actually are ready. The widespread adoption of the Common Core and the assessments that measure students' mastery of them present an unparalleled opportunity to leverage best practices from across the country to help students achieve them and position the United States firmly among the top performing nations. The implications of adopting these standards are many and far reaching. One implication involves how these standards relate to efforts to increase teacher effectiveness.

The Common Core Standards have the potential to significantly increase students' performance, but not without effective teachers. Arguably, teacher quality is the most important factor that schools must focus on in order to achieve the Common Core and the reason is clear—great instruction leads to student achievement. The federal Race to the Top competition accelerated State's efforts to improve teacher quality through the creation of policies and state-of-the-art evaluation systems that recognize and reward effective teaching. The goal is to ensure there's an effective teacher in every classroom.

Central to most teacher evaluation systems is an instructional framework that outlines effective teaching. These frameworks attempt to distill the most critical aspects of classroom practices related to positive student outcomes. Although the Common Core Standards do not prescribe a way to teach, their emphasis on critical thinking, understanding complex subject matter and attention to precise communication has exciting and inspiring implications for instructional practice. A key challenge will be to ensure the instructional practices needed to achieve the Common Core are included in these frameworks.

Over the past few years we have helped districts create instructional frameworks for use in teacher evaluation. Throughout this work we puzzled, along with our partners, about how to integrate the instructional shifts required by the Common Core within the frameworks we were building. We wanted to ensure that expectations about instruction outlined in the evaluation system were consistent with those implied by the Common Core. In the end, we pursued two strategies. The first was to develop a process to help districts align their existing frameworks. The second one was to develop a new framework firmly rooted in the Common Core, called the Insight Core Framework.

This paper describes the Insight Core Framework and its development and use in the context of teacher evaluation. We begin by discussing the structure of the Core Framework. Next, we briefly discuss the “Big Ideas” drawn from our examination of the Common standards from which we developed the “Core Practices.” Then we discuss the five Core Practices and the respective indicators for each. We conclude with the implications of our framework for various stakeholders.

## What is The Insight Core Framework?

Teaching is a complex craft. From planning, instruction, and assessment to reflection, collaboration and community engagement, teaching has many parts. Answering the question: What counts for effective teaching rightfully provokes contentious debate and distilling its complexity into a framework has both theoretical and practical challenges. A related question guided the development of the Core Framework: What counts for effective teaching of the Common Core?

Our answer is the Insight Core Framework and more specifically the five “Core Practices” and fourteen “Core Indicators” that comprise it (see below). The Core Practices are concrete and strategic actions teachers can take to help orient their overall approach to teaching with the Common Core. The indicators are concrete actions teachers can do every day to ensure that students master the common standards. The Core Practices and indicators are not new ideas and will feel familiar to good teachers, however their power comes from describing effective teaching using the language and logic of the Common Core. We describe the Core Practices later in detail.



**The following design considerations guided our development:**

1. **Unframe It.** The usual format for frameworks is to group teacher behaviors in four broad categories: Plan, Teach, Assess, and Create a Classroom Environment. While these broad categories help navigate frameworks, we have learned that the domains unintentionally mislead users into thinking that each domain is equally important. In fact, considerable variability exists in how each interacts with student achievement.
2. **Instruction matters most.** Planning and creating a great classroom environment matters, but when it comes to the Common Core, instruction matters the most. The Common Core emphasizes depth over breadth, critical thinking and precision in communication and will require changes in instruction for students to be successful.
3. **Less is more.** The list of actions related to strong student outcomes are lengthy. Our experience suggests frameworks are most useful when they focus on a narrow set of observable teacher actions. We understand how politics can allow frameworks to balloon in size but not in usefulness. We've also learned that fewer indicators allow observers to provide better feedback to teachers and can potentially render more reliable ratings.

These design considerations helped to structure the Core Framework, but the practices and indicators themselves stem from the Big Ideas of the Common Core (see next page) and an extensive examination of the Standards, a review of literature on teacher effectiveness and labor market trends, conversations with Common Core and teacher evaluation experts, and classroom observations.

## The Core Practices & Indicators

The Core Practices and indicators describe our vision for what effective teaching looks like for the Common Core. They are not isolated, new instructional reforms without purpose, but rather subtle, or in some cases sophisticated practical changes in instruction. In this section, we describe each of the Core Practices and what each means for teachers.

### Core Practice 1: Know the Discipline Well



#### *Why is this a Core Practice?*

The Common Core focuses on depth over breadth of knowledge. When students leave high school they will need to have more than a cursory understanding of the big ideas and structure inherent in a discipline to be successful in college and careers.

In college, students will be asked to synthesize information and build a sophisticated understanding of disciplines. Today's careers are increasingly



complex and dynamic. Students need specific, technical and complex understandings of a field in order to be successful and this only comes from knowing a discipline well.

*What does this mean for teachers?*

Teachers must have a solid understanding of the content they are teaching and be able to communicate it precisely in a way that students can understand.

*Indicators for Know the Discipline Well:*

- Models precise content knowledge
- Models and uses academic vocabulary
- Uses resources that are high quality and appropriately complex

### Big Ideas in the Common Core: Enabling Complex Thinking

***The Big Ideas are major themes embedded within the Common Core that guided the development of the Insight Core Framework. The Big Ideas will help users gain a deeper understanding of Core Framework and the Common Core Standards themselves.***

1. **Relevance**

Knowledge is never just for knowledge's sake. Students need to see the connections between what they learn inside the classroom to what they experience outside of it. Learning is powerful when it helps students take control of their lives and prepares them for success in life, college, and careers. Relevance is what keeps students engaged while persisting through complex tasks because they see value and purpose in it—for both personal and academic pursuits. Academic relevance involves helping students realize that some content helps them to understand the discipline well. Personal relevance means maintaining and nurturing students' natural intellectual curiosity and helping them connect content within their personal context.

2. **Rigor**

Within the context of the Core Standards rigor means developing higher order thinking capabilities to engage students in complex content immediately. The immediate jump into complex tasks and material may defy the common practice of "scaffolding" instruction from simple to complex tasks. Rather, the Core Standards require students to master basic skills and foundational concepts while simultaneously digging deeper into the content so that each process reinforces the other.

3. **Cohesion and Focus**

Cohesion and focus were a central design consideration for the Common Core authors. Focus refers, in large part, to keeping the standards sets robust and limited in number. Practically, this means that teachers will have the time for teaching complex subject matter and engage students deeply in it. Focus lends itself to cohesion. Cohesion, in the Common Core context, refers to how the Standards are arranged over time across and within grade levels; and, how the Core Standards build students' conceptual knowledge.

4. **Mastery**

When students leave our public education system, they should be equipped with a repertoire of skills that will allow them to be successful in whatever path they choose. This type of flexibility with skills and knowledge only comes from preparation focused on mastery vs. coverage. The attention to focus and cohesion of the common standards should help teachers manage time, space, and resources to allow students at all levels of performance the opportunity to master the standards. Helping students get to mastery means both teaching so that they learn complex subject matter but also that they approach learning with an ethic towards mastery.



## Core Practice 2: Prioritize Evidence Over Opinion

### *Why is this a Core Practice?*

Over reliance on personal narrative has contributed to seeming primacy of opinion. Use of the personal narrative makes learning rich and personal and is a staple in classrooms from pre-school to college. Our personal experiences significantly shape how we view the world and greatly influences how we acquire and integrate knowledge. Despite the importance of the personal narrative and the opinions drawn from it, they do not constitute fact. Yet, students in US classrooms confuse fact with opinion and place a barrier on digging deeply into complex subject matter.

When students get to college, they will need to look at primary and secondary sources and extract applicable evidence to make a claim, create an argument or express a point of view. When they are in the workforce, they will be required to compare multiple sources of data and make critical decisions based on the most compelling evidence. The Common Core Standards stress using informational texts and mathematical models to scrutinize the evidentiary record and contribute to it.

### *What does this mean for teachers?*

Teachers need to give students the opportunity to find and use evidence by doing close reading and analysis of texts and by requiring students to show their thinking using mathematical models or representations. They need to push students when they make weak arguments based only on personal experience and model how they make decisions and arrive at conclusions using evidence.

### *Indicators for Prioritize Evidence Over Opinion:*

- Asks questions that require evidence-based answers
- Creates learning activities that require the use of evidence when building arguments, making claims or explaining thinking



## Core Practice 3: Grow and Improve Students' Knowledge Base

### *Why is this a Core Practice?*

A knowledge base is more than isolated disciplinary knowledge. It is a cross-disciplinary compilation of information that students can use for a variety of purposes, chief of which is nurturing their own intellectual curiosity. The overall quality of it and the skill with which students can pull from it may become the factor that differentiates top

and low performing students—adding new meaning to the adage: knowledge (base) is power. In many ways, a rich knowledge base may be among a student’s greatest assets when they enter college or work. Furthermore, students must have the habit of mind to continually seek out new knowledge and make connections between new ideas in order to remain competitive and relevant in a constantly changing world.

*What does this mean for teachers?*

Teachers must therefore make connections across disciplines and provide students the opportunity to exchange and analyze multiple perspectives. They must also give students the opportunity to practice using their knowledge base in authentic situations with real purpose.

*Indicators for Grow and Improve Knowledge Base:*

- Makes connections within and across disciplines
- Provides assignments that require the application of knowledge for real purposes
- Requires the exchange and analysis of multiple perspectives



## **Core Practice 4: Assess Progress Towards Mastery**

*Why is this a Core Practice?*

Good assessment drives instruction because of the meaningful information that students can use to improve their learning and teachers can use to adjust their instruction. Perhaps the most powerful part of assessment is helping students know what they don’t know. Since the Common Core Standards focus on tackling complex subject matter and persisting through long, robust assignments (e.g., research projects, simulations, writing, modeling, etc.), students need to feel confident to openly discuss their misunderstandings, proactively seek feedback and be receptive to it—essential habits for college and career success.

*What does this mean for teachers?*

Assessing progress toward mastery is more than just tracking grades or creating elaborate data binders on student performance. It is first and foremost about providing effective and timely feedback to students and structuring learning activities so that students have multiple opportunities to demonstrate what they know. It is through these opportunities that teachers can adjust instruction to move students towards mastery.

*Indicators for Assess Progress Towards Mastery:*

- Provides multiple opportunities for students to demonstrate understanding



- Provides timely and effective feedback
- Makes adjustments based on a variety of student data



## Core Practice 5: Promote Intellectual Risk Taking and Persistence

### *Why is this a Core Practice?*

The Common Core standards are a considerable step up in rigor from past standards. The content of the Common Core requires that students know how to focus and stay with a text or complex task for a while. Mastery of the core standards will happen largely by attending to complex ideas and materials and being comfortable persisting through them. This grit and determination will serve students well when they get to college since a strong first year is predictive of graduating.

### *What does this mean for teachers?*

Teachers must give students the opportunity to persist through challenges, fail and learn from their mistakes. They must be encouraged to ask questions and take informed intellectual risks and see the payoff that comes as a result.

### *Indicators for Promote Intellectual Risk Taking and Persistence:*

- Builds a supportive and challenging learning environment
- Builds a climate that encourages academic curiosity
- Uses time, space and routines to allow for deep engagement with content

In sum, the core practices and indicators provide a way for educators to talk about specific teaching practices and habits of mind to help students master the Common Core and succeed in school and beyond. Additionally, we have created an observation and rating tool that accompanies the Core Framework and clarifies each of the indicators in greater detail.

## Keeping the Conversation Going

The Common Core has inspired scores of teachers. We've met them and been in their classrooms. Their enthusiasm for the Core Standards is unmistakable as is their students' phenomenal work. We cannot afford to lose their support by sending mixed messages about what counts for effective teaching with the Common Core. We built the Insight Core Framework to ensure the expectations for achieving the Common Core live prominently within the evaluation systems that hold them accountable for student achievement.

# Insight Core Framework

## Core Practices:

1. Know the Discipline Well
2. Prioritize Evidence Over Opinion
3. Grow and Improve Students' Knowledge Base
4. Assess Progress Towards Mastery
5. Promote Intellectual Risk Taking and Persistence



### 1. Know the Discipline Well

- Models precise content knowledge
- Models and uses academic vocabulary
- Uses resources that are high quality and appropriately complex



### 2. Prioritize Evidence Over Opinion

- Asks questions that require evidence-based answers
- Creates learning activities that require the use of evidence when building arguments, making claims or explaining thinking



### 3. Grow and Improve Students' Knowledge Base

- Makes connections within and across disciplines
- Provides assignments that require the application of knowledge for real purposes
- Requires the exchange and analysis of multiple perspectives



### 4. Assess Progress Towards Mastery

- Provides multiple opportunities for students to demonstrate understanding
- Provides timely and effective feedback
- Makes adjustments based on a variety of student data



### 5. Promote Intellectual Risk Taking and Persistence

- Builds a supportive and challenging learning environment
- Builds a climate that encourages academic curiosity
- Uses time, space and routines to allow for deep engagement with content



## Insight Core Framework Rubric

| Core Practice 1: Know The Discipline Well                          |  |   |   |  |
|--|--|---|---|--|
| Indicators:  | 4  | 3   | 2   | 1  |
| 1.1 Models precise content knowledge                               | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>communication of content extends students' understanding beyond what is required for mastery of objectives</li> </ul>   | <ul style="list-style-type: none"> <li>content is accurate and accessible</li> <li>content is aligned with standards and objectives</li> </ul>  | <ul style="list-style-type: none"> <li>content is accurate and accessible</li> <li>some content is aligned with standards and objectives, but some is not</li> <li>some of the content is presented so that it is accessible to students, but some is inaccessible</li> </ul>                                       | <ul style="list-style-type: none"> <li>some or all of the content is inaccurate or inaccessible</li> <li>content is not aligned with standards and objectives</li> </ul>   |
| 1.2 Uses academic vocabulary                                       | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>academic vocabulary is seamlessly integrated throughout the lesson, not just when it is being explicitly taught.</li> </ul>   | <ul style="list-style-type: none"> <li>academic vocabulary that is essential to knowing the discipline well is used and modeled</li> <li>gives students varied opportunities to develop their understanding of academic vocabulary</li> </ul> | <ul style="list-style-type: none"> <li>some academic vocabulary that is essential to knowing the discipline well is used and modeled but other important terms are left out</li> <li>gives students limited ways to develop their understanding of academic vocabulary</li> </ul>                                   | <ul style="list-style-type: none"> <li>does not teach academic vocabulary</li> <li>does not use academic vocabulary</li> </ul>   |
| 1.3 Uses resources that are high quality and appropriately complex | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>a variety of texts are made available for students to independently chose from and structures are provided to help students engage with those texts</li> <li>texts and learning materials extend students' understanding beyond what is required for mastery of the objectives</li> </ul> | <ul style="list-style-type: none"> <li>appropriately complex informational and/ or literary texts are used</li> <li>grade-level texts and learning materials are made accessible in an efforts to move students to independence</li> </ul>    | <ul style="list-style-type: none"> <li>uses some appropriately complex informational and / or literary texts, but others may be inappropriate</li> <li>grade-level texts and learning materials are sometimes made accessible, but some are not and they may not support students moving to independence</li> </ul> | <ul style="list-style-type: none"> <li>does not use appropriately complex informational and / or literary texts</li> <li>grade-level texts and learning materials are not made accessible to students</li> </ul> |

| Core Practice 2: Prioritize Evidence Over Opinion  |  |   |  |  |
|--|--|---|--|--|
| Indicators:  | 4  | 3   | 2  | 1  |
| 2.1 Asks questions that require evidence-based answers   | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>questions are precise, logically sequenced and varied with a clear focus on developing students' ability to cite evidence appropriately.</li> <li>all questions are purposefully aligned to the objectives and push students to think beyond what is required for mastery of the objectives.</li> </ul>                   | <ul style="list-style-type: none"> <li>questions are aligned to objectives</li> <li>when appropriate questions require students to effectively cite evidence orally and in writing</li> <li>questions require varied levels of thinking</li> </ul>          | <ul style="list-style-type: none"> <li>some questions are aligned to the objectives, but others are not</li> <li>sometimes questions require students to cite evidence orally and in writing, but they may be ineffective or inappropriate questions</li> <li>questions require different levels of thinking, but the thinking required is not rigorous</li> </ul>   | <ul style="list-style-type: none"> <li>questions are not aligned to the objectives.</li> <li>questions do not require students to cite evidence</li> <li>questioning does not require varied levels of thinking</li> </ul>   |
| 2.2 Creates learning activities that require the use of evidence when building arguments, making claims or explaining thinking | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>the use of evidence is part of the classroom culture and the teacher makes it an instructional priority in the lesson.</li> <li>high quality resources such as manipulatives or exemplars are available to students and support the representations and models students use to demonstrate their understanding</li> </ul> | <ul style="list-style-type: none"> <li>close reading of texts reveals evidence</li> <li>activities require a deep investigation of the lesson's key concepts</li> <li>representations and models are used to demonstrate students' understanding</li> </ul> | <ul style="list-style-type: none"> <li>sometimes close reading of texts reveals evidence, but it may be ineffective in helping students chose appropriate evidence</li> <li>sometimes activities require a deep investigation of the lesson's key concepts, but they may be ineffective</li> <li>sometimes representations and models are used, but they may be ineffective in helping students demonstrate their understanding</li> </ul> | <ul style="list-style-type: none"> <li>close reading of texts to reveal evidence does not happen</li> <li>activities do not require a deep investigation of the lesson's key concepts</li> <li>representations and models are not used to help students demonstrate their understanding</li> </ul> |

| Core Practice 3: Grow and Improve Knowledge Base                                     |   |  |  |  |
|--|---|--|--|--|
| Indicators:  | 4   | 3  | 2  | 1  |
| 3.1 Makes connections within and across disciplines                                  | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>interdisciplinary units are used</li> <li>the connections that are made between current learning and other disciplines extends students' understanding beyond what is required for mastery of objectives</li> </ul>  | <ul style="list-style-type: none"> <li>explicit connections are made between prior learning and current learning</li> <li>explicit connections are made between current learning and other disciplines both verbally and through the use of resource(s) from other disciplines</li> </ul>                          | <ul style="list-style-type: none"> <li>sometimes explicit connections are made between prior learning and current learning</li> <li>explicit connections are made between current learning and other discipline, but only verbally or through the use of resource(s) from other disciplines, and they may be irrelevant</li> </ul>   | <ul style="list-style-type: none"> <li>does not make explicit connections between prior learning and current learning</li> <li>does not make connections between current learning and other disciplines</li> </ul> |
| 3.2 Provides assignments that require the application of knowledge for real purposes | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>a choice of varied, equally rigorous assignments is given to students to demonstrate their understanding</li> </ul>  | <ul style="list-style-type: none"> <li>assignments include authentic tasks, or simulations and facilitate application of knowledge</li> </ul>  | <ul style="list-style-type: none"> <li>sometimes assignments include authentic tasks or simulations, but they may be ineffective at facilitating the application of knowledge</li> </ul>   | <ul style="list-style-type: none"> <li>assignments do not include authentic tasks or simulations</li> </ul>  |
| 3.3 Requires the exchange and analysis of multiple perspectives                      | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>structures are provided that allow students to independently initiate the analysis of multiple perspectives</li> <li>the exchange and analysis of multiple perspectives extends students' understanding beyond what is required for mastery of objectives</li> </ul> | <ul style="list-style-type: none"> <li>diverse points of view are analyzed through learning activities including conversation, reading or writing</li> <li>opportunities are provided for students to develop their own perspective</li> <li>contextualizes perspectives in place, time and environment</li> </ul> | <ul style="list-style-type: none"> <li>diverse points of view are shared and / or discussed but not analyzed</li> <li>opportunities are provided for students to develop their own perspective, but those opportunities may be ineffective</li> <li>contextualizes content in place, time and environment, but the contextualization may be inaccurate, irrelevant or ineffective</li> </ul> | <ul style="list-style-type: none"> <li>does not require students to exchange and analyze multiple perspectives</li> </ul>  |

| Core Practice 4: Assess Progress Towards Mastery                              |   |   |  |  |
|---|---|---|--|--|
| Indicators:   | 4   | 3   | 2  | 1  |
| 4.1 Provides multiple opportunities for students to demonstrate understanding | In addition to all descriptors in Level 3, Level 4 includes: <ul style="list-style-type: none"> <li>a choice of varied and equally rigorous assessments are provided to students to demonstrate understanding</li> </ul>  | <ul style="list-style-type: none"> <li>assessments measure students' growth towards deep understanding of content</li> <li>varied assessment methods are used</li> </ul>  | <ul style="list-style-type: none"> <li>sometimes assessments measure students' growth but they may not show growth towards deep understanding of content</li> <li>assessment methods are used, but they may not be varied or effective</li> </ul>  | <ul style="list-style-type: none"> <li>assessments do not measure students' growth towards deep understanding of content</li> <li>varied assessments are not used</li> </ul>   |
| 4.2 Provides timely and effective feedback                                    | In addition to all descriptors in Level 3, Level 4 includes: <ul style="list-style-type: none"> <li>feedback extends students' understanding beyond what is required for mastery of objectives</li> <li>structures are provided for students to give each other feedback in ways that advance their learning</li> </ul> | <ul style="list-style-type: none"> <li>feedback is timely</li> <li>feedback is accurate and specific</li> <li>feedback advances student learning</li> </ul>   | <ul style="list-style-type: none"> <li>sometimes feedback is timely</li> <li>sometimes feedback is accurate and specific</li> <li>sometimes feedback advances student learning</li> </ul>  | <ul style="list-style-type: none"> <li>feedback is not timely</li> <li>feedback is inaccurate and / or vague</li> <li>feedback does not advance student learning</li> </ul>  |
| 4.3 Makes adjustments based on a variety of student data                      | In addition to all descriptors in Level 3, Level 4 includes: <ul style="list-style-type: none"> <li>precise adjustments are made and they move students beyond what is required for mastery of the objectives</li> </ul>  | <ul style="list-style-type: none"> <li>evidence of understandings and misunderstandings is used to adjust instruction throughout the lesson</li> <li>student engagement and behavior inform adjustments</li> <li>targeted intervention is provided based on classroom data</li> </ul> | <ul style="list-style-type: none"> <li>sometimes evidence of misunderstandings and understandings is used to adjust instruction throughout the lesson</li> <li>sometimes student engagement and behavior inform adjustments</li> <li>sometimes intervention is provided based on classroom data, but it may not be targeted effectively</li> </ul> | <ul style="list-style-type: none"> <li>evidence of understandings and misunderstandings is not used to adjust instruction throughout the lesson</li> <li>student engagement and behavior do not inform adjustments</li> <li>targeted intervention based on classroom data is not provided</li> </ul> |

| Core Practice 5: Promotes Persistence and Intellectual Risk Taking |   |   |  |  |
|--|---|---|--|--|
|  | 4   | 3   | 2  | 1  |
| 5.1 Builds a supportive and challenging learning environment       | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>structures are provided for students to initiate critique independently of the teacher</li> </ul>  | <ul style="list-style-type: none"> <li>persistence is demonstrated when completing tasks</li> <li>respectful critique of self and /or others' ideas is modeled and used by students</li> <li>making and learning from mistakes is encouraged</li> </ul> | <ul style="list-style-type: none"> <li>persistence is demonstrated when completing tasks</li> <li>sometimes respectful critique of self and / or others' ideas is modeled and used by students</li> <li>sometimes making and learning from mistakes is encouraged</li> </ul> | <ul style="list-style-type: none"> <li>persistence is not demonstrated when completing tasks</li> <li>respectful critique of self and / or others' ideas is not modeled and used by students</li> <li>making and learning from mistakes is not encouraged</li> </ul> |
| 5.2 Builds a climate that encourages academic curiosity            | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>academic curiosity is part of the classroom culture and the teacher makes it an instructional priority in the lesson.</li> <li>questioning is the norm and is initiated by students</li> </ul> | <ul style="list-style-type: none"> <li>intellectual curiosity is modeled</li> <li>questioning is encouraged</li> <li>structures support the independent extension and strengthening of knowledge</li> </ul>   | <ul style="list-style-type: none"> <li>intellectual curiosity is sometimes modeled</li> <li>sometimes questioning is encouraged</li> <li>sometimes structures support the independent extension and strengthening of knowledge</li> </ul>                                    | <ul style="list-style-type: none"> <li>intellectual curiosity is not modeled</li> <li>questioning is not encouraged</li> <li>structures do not support the independent extension and strengthening of knowledge</li> </ul>   |
| 5.3 Uses time, space and routines to move students to mastery      | <p>In addition to all descriptors in Level 3, Level 4 includes:</p> <ul style="list-style-type: none"> <li>instructional time, space and routines work flawlessly together with little to no teacher direction</li> </ul>   | <ul style="list-style-type: none"> <li>allocation of time is appropriate for the learning activities</li> <li>the physical environment supports learning goals</li> <li>classroom routines maximize student learning</li> </ul>                         | <ul style="list-style-type: none"> <li>sometimes the allocation of time is appropriate for the learning activities</li> <li>sometimes the physical environment supports learning goals</li> <li>sometimes classroom routines maximize student learning</li> </ul>            | <ul style="list-style-type: none"> <li>allocation of time is not appropriate for the learning activities</li> <li>the physical environment does not support learning goals</li> <li>classroom routines do not maximize student learning</li> </ul>                   |

## Core Practice: Know The Discipline Well

**Evidence:**

Models  
precise  
content  
knowledge

1. Alexander, P. A. (1997) Stages and phases of domain learning: The dynamics of subject matter knowledge, strategy, knowledge, and motivation. In C.E. Weinstein & B.L. McCombs (Eds.), *Strategic learning: Skill, will and self-regulation*. 10 (2): 213 - 250. Mahwah, NJ: Erlbaum.
2. Doster, E. C., Jackson, D. F., & Smith, D. W. (1997). Modeling Pedagogical Content Knowledge in Physical Science for Prospective Middle School Teachers: Problems and Possibilities. *Teacher Education Quarterly*, 24(4), 51-65.
3. Graham, C. R., Burgoyne, N., Cantrell, P., Smith, L., St. Clair, L., & Harris, R. (2009). TPACK development in science teaching: Measuring the TPACK confidence of inservice science teachers. *TechTrends*, 53(5), 70-79.
4. Hardy, M. (2010). Enhancing preservice mathematics teachers' TPCK. *Journal of Computers in Mathematics and Science Teaching*, Volume 29, Issue 1, 1-14.
5. Hirsch, S (2010) Mastering new standards will require teams to dig into deep content learnin. In *Journal of Staff Developent*. 31 (5).
6. Marzano, R. (2003). *What works in schools: Translating research into action*. Alexandria, VA: ASCD.
7. Moody, M. & Stricker, J. (2008) *Strategic design for student achievement*. New York, NY: Teachers College Press.
8. National Center on Student Progress Monitoring: <http://www.studentprogress.org/default.asp>
9. Shulman, L. S. (2000). "Teacher development: Roles of domain expertise and pedagogical knowledge." *Journal of Applied Developmental Psychology* 21(1): 129-135.



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| <p>Uses academic vocabulary</p>                                      | <ol style="list-style-type: none"> <li>1. Allen, J. (1999). Words, words, words: Teaching vocabulary in grades 4-12. Portland, ME: Stenhouse Publishers</li> <li>2. Beers, Kylene. (2002) When kids can't read: What teachers can do: A guide for teachers 6-12. Portsmouth, NH: Heinemann.</li> <li>3. Blachowicz, C., Fisher, P., Oggle, D, Watts-Taffe, S. (2006) Vocabulary: Questions from the classroom. Reading Research Quarterly. 41(4): p524-539.</li> <li>4. Dunn, M., Bonner, B. &amp; Huske, L. (2007) Developing a systems process for improving instruction in vocabulary: lessons learned. ASCD Report.</li> <li>5. Gifford, M. &amp; Gore, S. (2008) The effects of focused academic vocabulary instruction on underperforming math students. ASCD Report.</li> <li>6. Marzano, R.J. (2004). Building background knowledge for academic achievement. Alexandria, VA: ASCD.</li> <li>7. Marzano, R. J., &amp; Pickering, D. J. (2005). Building academic vocabulary: Teacher's manual. Alexandria, VA: Association for Supervision and Curriculum Development.</li> </ol> |
| <p>Uses resources that are high quality and sufficiently complex</p> | <ol style="list-style-type: none"> <li>1. Alexander, P.A. &amp; Jetton, T.L. (2003). Learning from traditional and alternative texts: New conceptualizations for the information age. In A.C. Graesser, M.A. Gernsbacher, &amp; S.R. Goldman (Eds.), Handbook of discourse processes. (pp. 199 - 241). Mahwah, NH: Erlbaum.</li> <li>2. Anderson, L &amp; Krathwohl, D. (2001). A Taxonomy for learning, teaching, and assessing: A revision of bloom's taxonomy of educational objectives New York, NY: Longman.</li> <li>3. Burris, C., Wilney, E, Welner, K. &amp; Murphy, J. (2008). Accountability, rigor, and detracking: Achievement effects of embracing a challenging curriculum as a universal good for all students. Teachers College Record</li> </ol>  |

4. Donald D., Schumaker, J., Lenz, K., Bulgren, J., Hock, M., Knight, J. & Ehre, B. (2001) Ensuring content-area learning by secondary students with learning disabilities. *Learning Disabilities: Research and Practice*. 16 (2): 96-108.
5. Interational Center for Leadership in Education. Rigor and Relevance Framework. <http://www.leadered.com/rrr.html>
6. MacNamara, D.S., A.C., & Louwrese, M.M. (in press). Sources of text difficulty: Across the ages and genres. In J.P.Sabatini & E. Albro (Eds.), *Aligning and applying advances in the reading and measurement sciences*. Lanham, MD: R&L Education.
7. Mesmer, H.A.E. (2008). Tools for matching readers in the 21<sup>st</sup> century: Reacher-based practices. New York, NY: Guilford.
8. Stone, J., Alfeld, C. & Pearson, D. (2008) Rigor and Relevance: Enhancing High School Students' Math Skills Through Career and Technical Education. *American Educational Research Journal*. 45: 767-795.
9. Wagner, T. (2008). Rigor redefined. *Educational leadership* 66 (2): 20 - 25.

### Core Practice: Prioritize Evidence Over Opinion

Asks questions that require evidence-based answers

1. Adams, M. J. (2009) The challenge of advanced texts: The interdependence of reading and learning. In E.H. Hieber. *Reading more, reading better: Are american students reading enough of the right stuff?* New York, NY: Guilford Publications.
2. Fisher, Douglas & Frey, Nancy. (2007) Using questions to check for understanding. In *Checking for understanding: formative assessment techniques for your classroom*. ASCD: Alexandria, VA.
3. Hess, Diana. (2009). *Controversy in the classroom: The democratic power of discussion*. New York: Routledge.

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|  | <ol style="list-style-type: none"> <li>4. Spiegel, D.L. (2008). Strategies for engaging all students, building higher-level thinking skills, and strengthening reading and writing across the curriculum. New York, NY: Teaching Resources.</li> <li>5. Willen, W. (1987). Questions, Questioning Techniques, and Effective Teaching. NEA.</li> </ol>   |
| <p>Creates learning activities that require students to use evidence when building arguments, making claims or explaining thinking</p> | <ol style="list-style-type: none"> <li>1. Education Policy Improvement Center: <a href="https://www.epiconline.org/about_epic">https://www.epiconline.org/about_epic</a></li> <li>2. Drake, Fredrick. (2008). Engagement in teaching history: Theory and practices for middle and secondary teachers. Upper Saddle River, NJ: Pearson.</li> <li>3. Hess, Diana. (2009). Why Democracy Demands Controversy. In Controversy in the classroom: The democratic power of discussion. New York, NY: Routledge.</li> </ol> |
| <p><b>Core Practice: Grow and Improve Knowledge Base</b></p>   |   |
| <p>Makes connections within and across disciplines</p>   | <ol style="list-style-type: none"> <li>1. Beers, Kylee. (2002) When kids can't read: What teachers can do: A guide for teachers 6-12. Portsmouth, NH: Heinemann.</li> <li>2. Echevarria, J, Vogt, M., &amp; Short, D. (2008) Making content comprehensible for english learners: The SIOP model. Boston, MA: Pearson.</li> <li>3. Fogarty, R (1995) Ten ways to integrate the curriculum. Educational Leadership</li> </ol>   |

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|  | <ol style="list-style-type: none"> <li>4. Jacob, H.H (1997) Mapping the big picture: Integrating curriculum &amp; assessment k-12. Alexandria, VA: ASCD</li> <li>5. Marzano, R. (2003) The art and science of teaching: A comprehensive framework for effective instruction. Alexandria, VA: ASCD.</li> </ol>  |
| Provides assignments that require the application of knowledge for real purposes | <ol style="list-style-type: none"> <li>1. Authentic Assessment Toolbox: <a href="http://jfmuellet.faculty.noctrl.edu/toolbox/tasks.html">http://jfmuellet.faculty.noctrl.edu/toolbox/tasks.html</a></li> <li>2. Fisher, Frewy &amp; Rothenberg. (2008). Content - Area conversations: How to plan discussion-based lessons for diverse language learners. Alexandria, VA: ASCD.</li> <li>3. Zwiers, J. (2008). Building academic language: Essential practices for content classrooms. New York, NY: Jossey-Bass.</li> </ol> |
| Requires the exchange and analysis of multiple perspectives                      | <ol style="list-style-type: none"> <li>1. Metzger, Margaret. (1998) Teaching beyond the plot. Phi Delta Kappan. 80 (3): 240- 246.</li> <li>2. Tunnell, M. &amp; Ammon, R. (2000) The story of ourselves: Fostering multiple historical perspectives. Social Education.38:3</li> <li>3. Tredway, L. (1995) Socratic seminars. Educational Leadership . ASCD: Alexandria, VA.</li> <li>4. Wilen, W. (2004) Refuting misconceptions about classroom discussion. The Social Studies 23:1.</li> </ol>                             |
| <b>Core Practice: Assess Progress Toward Mastery</b>                             |  |
| Provides multiple  | <ol style="list-style-type: none"> <li>1. Echevarria, J., Vogt, M., &amp; Short, D.(2008) Making content comprehensible for english learners: The SIOP model. Boston, MA: Pearson.</li> </ol>  |

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| <p>opportunities for students to demonstrate understanding</p> | <ol style="list-style-type: none"> <li>2. Gore, M.C. (2010). Inclusion strategies for secondary classrooms: Keys for struggling learners (2<sup>nd</sup> Ed.). Thousand Oaks, CA: Corwin Press.</li> <li>3. Sousa, David. &amp; Tomlinson, Carol Ann. (2011). The Nonnegotiables of Effective Differentiation. &amp; Mindset, Learning Environment, and Differentiation. In Differentiation and the Brain: How Neuroscience Supports the Learner-Friendly Classroom. Bloomington, IN: Solution Tree Press.</li> <li>4. Tomlinson, Carol Ann and McTighe, Jay. (2006) Integrating differentiated instruction and understanding by design: Connecting content and kids. Alexandria, VA: ASCD.</li> <li>5. Wormeli, Rick. (2006) Mastery &amp; principles of successful assessment in the differentiated classroom. In fair isn't always equal: Assessing and grading in the differentiated classroom. Portland, ME: Stenhouse Publishers.</li> </ol> |
| <p>Provides timely and effective feedback</p>                  | <ol style="list-style-type: none"> <li>1. Black et al, (2004) "Working Inside the Black Box: Assessment for learning in the classroom." Phi Delta Kappan, p 9-21.</li> <li>2. Brookhart, Susan (2008). How to give effective feedback to your students. Alexandria, VA: ASCD.</li> <li>3. Farr, S. (2008) Teaching as leadership: The highly effective teacher's guide to closing the achievement gap. Portsmouth, NH: Jossey-Bass.</li> <li>4. Popham, W.J. (2008). Transformative assessment. Alexandria, VA: ASCD.</li> </ol>   |
| <p>Makes adjustments based on a variety of student data</p>    | <ol style="list-style-type: none"> <li>1. Cary, Stephen. (2003) How do I make my spoken language more understandable? In Working with second language learners. Portsmouth, NH: Heinemann.</li> <li>2. Center on Student Progress Monitoring: <a href="http://www.studentprogress.org/default.asp">http://www.studentprogress.org/default.asp</a></li> <li>3. Dirksen, Debra. (2011) Hitting the reset button: Using formative assessment to guide instruction. Phi Delta Kappan.</li> </ol>   |

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|  | <p>92 (7): 26-31.</p> <p>4. National Board for Professional Teaching Standards: <a href="http://www.nbpts.org/">http://www.nbpts.org/</a></p> <p>5. Reeves, D.B. (2002). Making standards work.: How to implement standards-based assessments in the classroom, school, and district.</p> <p>6. Stiggins, R. J. (2001). Student-involved classroom assessment (3rd ed.).</p> |
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**Core Practice: Promotes Intellectual Risk Taking and Persistence**

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| <p><b>Builds a supportive and challenging learning environment</b></p> | <ol style="list-style-type: none"> <li>1. American Psychological Association. Improving Students' Relationships with Teachers to Provide Essential Supports for Learning. Retrieved on 9/22/10 from <a href="http://www.apa.org/education/k12/relationships.aspx">http://www.apa.org/education/k12/relationships.aspx</a></li> <li>2. Connor, D.&amp; Lagares, C (2007). Facing high stakes in high schools: 25 successful strategies from an inclusive social studies classroom. Teaching Exceptional Children. 40 (2):18 - 27.</li> <li>3. Santiago Baca, Jimmy. (2010) Adolescents on the edge: Stories and lessons to transform learning. Portsmouth, NH: Heinemann.</li> <li>4. Steele, Claude. (2003) Stereotype threat and african-american student achievement. In Young, gifted, and black: Promoting high achievement among african-american students. Boston, MA: Beacon Press.</li> <li>5. Tovani, C (2010). Clock watchers: Six steps to motivating and engaging disengaged students across content areas. Portsmouth, NH: Heinemann.</li> <li>6. Delpit, Lisa. (2006) Lessons from teachers. Journal of Teacher Education. 57(3): 220-231.</li> </ol> |
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|--|---|
|  | <ol style="list-style-type: none"> <li>7. Metzger, Margaret. (2002) Learning to discipline. Phi Delta Kappan. 84(1) 5-10.</li> <li>8. Weinstein, C., Tomlinson-Clarke, S. &amp; Curran, M. (2004) Toward a conception of culturally responsive classroom management. Journal of Teacher Education. 55: (1): 25-38.</li> </ol>   |
| <p>Builds a climate that encourages academic curiosity</p> | <ol style="list-style-type: none"> <li>1. Bruce, B. C., &amp; Davidson, J. (1996). An Inquiry Model for Literacy Across the Curriculum. Journal of Curriculum Studies, 28(3), 281-300.</li> <li>2. Bain, K. (2004). What the Best College Teachers Do. Harvard: Harvard Press.</li> <li>3. Bruner, J. S. (1961). "The Act of Discovery". Harvard Educational Review 31 (1): 21-32.</li> <li>4. Dewey, J. (1956). The Child and the Curriculum &amp; The school and Society. Chicago: University of Chicago Press. (Original works published 1902 and 1915.</li> <li>5. Dweck, C.S., &amp; Bempechat, J. (1983). Children's theories of intelligence: Implications for learning. In S. Paris, G. Olson, and H. Stevenson (Eds.) Learning and motivation in children. Hillsdale, NJ: Erlbaum.</li> <li>6. Dweck, C. S.; Chiu, C. Y.; Hong, Y. Y. (1995). "Implicit Theories: Elaboration and Extension of the Model". Psychological Inquiry 6 (4): 322-333.</li> <li>7. Dweck, C.S. (2012) Mindset: How you can fulfill your potential. Robinson Publishing.</li> <li>8. Marzano, R &amp; Pickering, D (2010), The highly engaged classroom: The classroom strategies</li> <li>9. Vidler, D. &amp; Karan, V. (2010). A Study of Curiosity, Divergent Thinking and Test Anxiety. The Journal of Psychology: Interdisciplinary and Applied. 90 (2): 237 - 243.</li> </ol> |

Uses time,  
space and  
routines to  
move students  
to mastery

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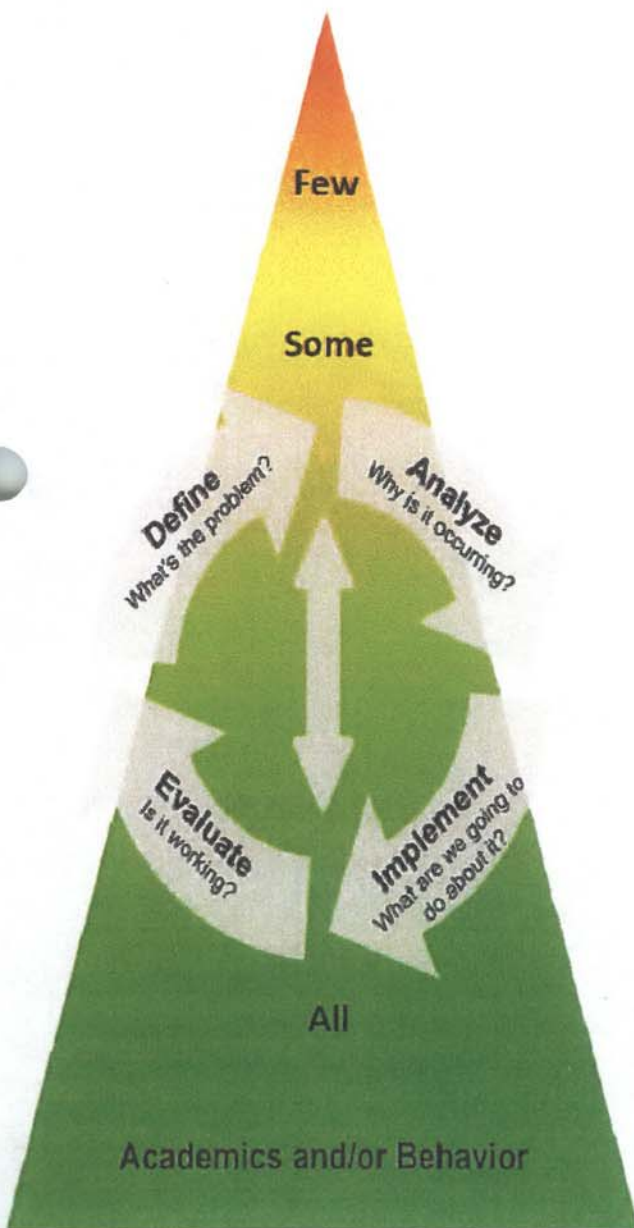


# Appendix C

# Multi-tier System of Supports (MTSS): Response to Instruction/Intervention (RtI)

An Overview of Data-based Problem-solving within a Multi-tier System of Student Supports in Florida's Public Schools

RtI has consistently been defined in Florida as the practice of providing high-quality instruction and intervention matched to student needs using learning rate over time and level of performance to make important instructional decisions. This multi-tier system of student supports involves the systematic use of assessment data to most efficiently allocate resources in order to improve learning for all students. To ensure efficient use of resources, schools begin with the identification of trends and patterns using school-wide and grade-level data. Students who need instructional intervention beyond what is provided universally for positive behavior or academic content areas are provided with targeted, supplemental interventions delivered individually or in small groups at increasing levels of intensity. Within a MTSS, all school-based efforts such as lesson study, universal design for learning, and continuous school improvement, are unified and accelerated by collaborative teaming to result in increased student achievement.



## Intensive, Individualized Supports

- Intensive interventions based on individual student needs
- Students receiving prolonged interventions at this level may be several grade levels behind or above the one in which they are enrolled
- Progress monitoring occurs most often to ensure maximum acceleration of student progress
- If more than approximately 5% of students are receiving support at this level, engage in Tier 1 and Tier 2 level, systemic problem-solving



## Targeted, Supplemental Supports

- Interventions are based on data revealing that students need more than core, universal instruction
- Interventions and progress monitoring are targeted to specific skills to remediate or enrich, as appropriate
- Progress monitoring occurs more frequently than at the core, universal level to ensure that the intervention is working
- If more than approximately 15% of students are receiving support at this level, engage in Tier 1 level, systemic problem-solving



## Core, Universal Supports

- Research-based, high-quality, general education instruction and support
- Screening and benchmark assessments for all students
- Assessments occur for all students
- Data collection continues to inform instruction
- If less than approximately 80% of students are successful given core, universal instruction, engage in Tier 1 level problem-solving

Florida's Response to Instruction/Intervention website: <http://www.florida-rti.org/index.htm>

# Appendix D

## Galloway's Academy

### Foreign Language Immersion Charter School

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#### INSTRUCTIONAL SALARY SCHEDULE

| Year | Bachelor's | Master's  | Specialist<br>In<br>Education | Doctorate | NTBS<br>Certification |
|------|------------|-----------|-------------------------------|-----------|-----------------------|
| 00   | 30,910.00  | 33,000.00 | 35,000.00                     | 37,000.00 | n/a                   |
| 01   | 31,500.00  | 33,250.00 | 35,500.00                     | 37,500.00 | n/a                   |
| 02   | 32,000.00  | 33,500.00 | 36,000.00                     | 38,000.00 | n/a                   |
| 03   | 32,250.00  | 34,000.00 | 36,500.00                     | 38,500.00 | n/a                   |
| 04   | 32,500.00  | 34,250.00 | 37,000.00                     | 39,000.00 | n/a                   |
| 05   | 33,000.00  | 34,500.00 | 37,500.00                     | 39,500.00 | 42,000.00             |
| 06   | 33,250.00  | 35,000.00 | 38,000.00                     | 40,000.00 | 42,250.00             |
| 07   | 33,500.00  | 35,250.00 | 38,500.00                     | 40,500.00 | 42,500.00             |
| 08   | 34,000.00  | 35,500.00 | 39,000.00                     | 41,000.00 | 43,000.00             |
| 09   | 34,250.00  | 36,000.00 | 39,500.00                     | 41,500.00 | 43,250.00             |
| 10   | 34,500.00  | 36,250.00 | 40,000.00                     | 42,000.00 | 43,500.00             |
| 11   | 35,000.00  | 36,500.00 | 40,500.00                     | 42,250.00 | 44,000.00             |
| 12   | 35,250.00  | 37,000.00 | 41,000.00                     | 42,500.00 | 44,250.00             |
| 13   | 35,500.00  | 37,250.00 | 41,500.00                     | 43,000.00 | 44,500.00             |
| 14   | 36,000.00  | 37,500.00 | 42,000.00                     | 43,250.00 | 45,000.00             |
| 15   | 36,250.00  | 38,000.00 | 42,250.00                     | 43,500.00 | 45,250.00             |
| 16   | 36,500.00  | 38,250.00 | 42,500.00                     | 44,000.00 | 45,500.00             |
| 17   | 37,000.00  | 38,500.00 | 43,000.00                     | 44,250.00 | 46,000.00             |
| 18   | 37,250.00  | 40,000.00 | 43,250.00                     | 44,500.00 | 46,250.00             |
| 19   | 37,500.00  | 40,500.00 | 43,500.00                     | 45,000.00 | 46,500.00             |
| 20   | 40,000.00  | 41,500.00 | 43,950.00                     | 45,500.00 | 47,000.00             |

Years based on the number of satisfactory or higher performance evaluations

## Other Instructional Salary Schedule (Foreign Language Teacher)

| Year | Bachelor's,<br>Master's, |
|------|--------------------------|
| 00   | 20,000.00                |
| 01   | 20,590.00                |
| 02   | 21,180.00                |
| 03   | 21,770.00                |
| 04   | 22,360.00                |
| 05   | 22,950.00                |
| 06   | 22,540.00                |
| 07   | 24,130.00                |
| 08   | 24,720.00                |
| 09   | 25,310.00                |
| 10   | 25,900.00                |
| 11   | 26,490.00                |
| 12   | 27,080.00                |
| 13   | 27,670.00                |
| 14   | 28,260.00                |
| 15   | 28,850.00                |
| 16   | 29,440.00                |
| 17   | 30,030.00                |
| 18   | 30,620.00                |
| 19   | 31,210.00                |
| 20   | 31,800.00                |

The Executive Director salary is \$50,000.00, Principal salary is \$40,000.00 and Administrative Assistant salary is \$25,000.00, which will stay the same for the first five years but incentives will be given based on student performance.

# Appendix E

## Family Contract Agreement

**Student Name:**

I/We, the Parent(s)/Guardian(s) of the above-named student, in consideration of the enrollment of my/our child in the Galloway Academy Foreign Language Immersion Charter School do hereby agree to the following:

1. I understand that this school is governed by a Governing Board.
2. By my personal participation, I will assist the school in making learning a primary occupation for my child.
3. I will supervise my child's homework to ensure that all assignments are completed on schedule. I will not make excuses for late/missing assignments. I will establish a homework location in the home.
4. I will ensure that my child is dressed in uniform clothing in accordance with the dress code established by Galloway Academy Charter School. As stated in the student handbook, if my student comes to school out of uniform, I will bring my student the appropriate clothing as soon as I am contacted.
5. My child will be sent to school healthy, clean, and well- rested and prepared to learn with proper supplies.
6. I will have two academic conferences by phone, e-mail or in person with my child's teacher(s) as requested. I will schedule conferences. Pop-in conferences are not appropriate.
7. I will volunteer my time according to the needs of the school, which are currently 20 hours per year, by agreeing to accept a fair share of the work to be done as directed by the Governing Board and/or Administration.
8. I understand that practicing civic responsibility is an important part of the learning experience at the school; therefore, I will provide or arrange for transportation for my child to school-organized volunteer community activities or I will provide reasonable notice to the school if I need assistance to find transportation for my child.
9. I understand that this contract is an agreement with all other parents in the school to support the faculty, staff and volunteers as they work to help me make my child a productive, cooperative member of the school and community.
10. I understand that after reasonable interventions with regard to discipline and academics have been attempted without success, the Governing Board has the authority to recommend that a child be withdrawn from Galloway Academy Charter School if the following circumstances occur:
  - a. Student's behavior violates the Conduct and Discipline Code which I have read and I understand; and/or
  - b. The parents or guardian fails to take responsibility for the conduct of the student or fails to cooperate with the school in efforts to correct the student's behavior.
  - c. The student consistently fails to turn in homework, projects, or prepare for tests, preventing reaching maximum academic potential.

I understand that any student suspended or expelled under District Policy from a charter school is entitled to enroll in a public school in the district in which the student resides so

long as the student would not have been subject to suspension or expulsion under the disciplinary policy of the local school system for the conduct which gave rise to the suspension or expulsion.

11. I understand the policy of Galloway Academy Charter School is to promote students from grade to grade based solely on academic performance.
12. I will keep the school informed of a phone number and address where I can be reached during daytime hours, and be immediately available to come to the school if requested.

**Parent(s)**

**Name:**

**Address:**

**Address:**

**Phone:**

**Phone:**

13. I will see that my student attends tutorials, after school programs if needed.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Appendix F

|  | Start-Up FY14  | FY14-15        | FY15-16        | FY16-17        | FY17-18          | FY18-19          |
|--|----------------|----------------|----------------|----------------|------------------|------------------|
| <b>ENROLLMENT</b>                                  | 108            | 108            | 108            | 108            | 108              | 108              |
| <b>FUND BALANCE, BEGINNING</b>                     | <u>185,523</u> | <u>86,347</u>  | <u>17,886</u>  | <u>87,182</u>  | <u>221,288</u>   | <u>481,887</u>   |
| <b>REVENUES</b>                                    |                |                |                |                |                  |                  |
| FEFP (Based on average of Oct/Feb FTE counts @108) | 185,523        | 742,095        | 742,095        | 742,095        | 742,095          | 742,095          |
| Reading Allocation ( \$ 62.00 per FTE @ 108)       | -              | 6,696          | 6,696          | 6,696          | 6,696            | 6,696            |
| Capital Outlay                                     | -              | -              | -              | -              | -                | -                |
| Food Service Revenue                               | -              | 122,869        | 122,869        | 122,869        | 122,869          | 122,869          |
| Title 1  | -              | 27,000         | 27,000         | 27,000         | 27,000           | 27,000           |
| <b>Other Revenue:</b>                              |                |                |                |                |                  |                  |
| Benefactors  | -              | -              | -              | -              | -                | -                |
| Corporate Sponsor                                  | -              | -              | -              | -              | -                | -                |
| Donations  | -              | -              | -              | -              | -                | -                |
| Fund Raisers                                       | -              | 2,500          | 2,500          | 2,500          | 2,500            | 2,500            |
| Grants   | -              | -              | -              | -              | -                | -                |
| Loans from CDFIs                                   | -              | -              | -              | -              | -                | -                |
| <b>TOTAL REVENUES</b>                              | <u>185,523</u> | <u>801,984</u> | <u>919,046</u> | <u>988,342</u> | <u>1,122,448</u> | <u>1,383,047</u> |
| <b>EXPENDITURES</b>                                |                |                |                |                |                  |                  |
| <b>INSTRUCTION</b>                                 |                |                |                |                |                  |                  |
| Classroom Teachers                                 | -              | 185,460        | 189,000        | 192,000        | 193,500          | 195,000          |
| Specialty Teachers                                 | -              | 20,000         | 20,590         | 21,180         | 21,770           | 22,360           |
| Paraprofessionals                                  | -              | -              | -              | -              | -                | -                |
| <b>Total Instruction Salaries</b>                  | -              | <u>205,460</u> | <u>209,590</u> | <u>213,180</u> | <u>215,270</u>   | <u>217,360</u>   |
| Retirement   | -              | -              | -              | -              | -                | -                |
| Payroll Taxes                                      | -              | 22,601         | 23,055         | 23,450         | 23,680           | 23,910           |
| Health Insurance                                   | -              | 26,710         | 27,247         | 27,713         | 27,985           | 28,257           |
| Workers Compensation                               | -              | 2,055          | 2,096          | 2,132          | 2,153            | 2,174            |
| <b>Total Instruction Benefits</b>                  | -              | <u>51,365</u>  | <u>52,398</u>  | <u>53,295</u>  | <u>53,818</u>    | <u>54,340</u>    |
| Instructional Materials                            | 29,662         | -              | 29,662         | 29,662         | 29,662           | 29,662           |
| Technology   | 20,325         | 42,497         | 20,000         | 20,000         | 20,000           | 10,000           |
| Materials and Supplies                             | 5,000          | -              | 5,000          | 5,000          | 5,000            | 5,000            |
| Intervention curriculum                            | -              | 10,000         | 10,000         | 10,000         | 10,000           | 10,000           |
| Equipment (Lease or Purchase)                      | 2,400          | -              | 2,400          | 2,400          | 2,400            | 2,400            |
| AV Materials                                       | -              | -              | -              | -              | -                | -                |
| Furniture and Equipment                            | 5,000          | 5,000          | 10,000         | 10,000         | 10,000           | 10,000           |
| Software: Student Information Management System    | 1,389          | 1,166          | 1,555          | 1,555          | 1,555            | 1,555            |
| Substitutes / 3rd Shift Stipend                    | -              | 4,000          | 4,000          | 4,000          | 4,000            | 4,000            |
| <b>Total Instruction Other</b>                     | <u>63,776</u>  | <u>62,664</u>  | <u>82,617</u>  | <u>82,617</u>  | <u>82,617</u>    | <u>72,617</u>    |
| <b>Total Instruction</b>                           | <u>63,776</u>  | <u>319,489</u> | <u>344,605</u> | <u>349,092</u> | <u>351,705</u>   | <u>344,317</u>   |
| <b>PUPIL PERSONNEL SERVICES</b>                    |                |                |                |                |                  |                  |
| Staff Member                                       | -              | -              | -              | -              | -                | -                |
| Staff Member                                       | -              | -              | -              | -              | -                | -                |
| <b>Total Pupil Personnel Salaries</b>              | -              | -              | -              | -              | -                | -                |
| Retirement   | -              | -              | -              | -              | -                | -                |
| Payroll Taxes                                      | -              | -              | -              | -              | -                | -                |
| Health Insurance                                   | -              | -              | -              | -              | -                | -                |
| Workers Compensation                               | -              | -              | -              | -              | -                | -                |
| <b>Total Pupil Personnel Benefits</b>              | -              | -              | -              | -              | -                | -                |
| Supplies   | -              | -              | -              | -              | -                | -                |
| <b>Total Pupil Personnel Other</b>                 | -              | -              | -              | -              | -                | -                |
| <b>Total Pupil Personnel Services</b>              | -              | -              | -              | -              | -                | -                |
| <b>INSTRUCTIONAL MEDIA SERVICES</b>                |                |                |                |                |                  |                  |
| Media Specialist                                   | -              | -              | -              | -              | -                | -                |
| Tech Support                                       | -              | -              | -              | -              | -                | -                |
| <b>Total Instructional Media Salaries</b>          | -              | -              | -              | -              | -                | -                |
| Retirement   | -              | -              | -              | -              | -                | -                |
| Payroll Taxes                                      | -              | -              | -              | -              | -                | -                |
| Health Insurance                                   | -              | -              | -              | -              | -                | -                |
| Workers Compensation                               | -              | -              | -              | -              | -                | -                |
| <b>Total Instructional Media Benefits</b>          | -              | -              | -              | -              | -                | -                |
| Supplies   | -              | -              | -              | -              | -                | -                |
| Periodicals  | -              | -              | -              | -              | -                | -                |
| Library Books and Online Services                  | -              | -              | -              | -              | -                | -                |
| <b>Total Instructional Media Other</b>             | -              | -              | -              | -              | -                | -                |
| <b>Total Instructional Media Services</b>          | -              | -              | -              | -              | -                | -                |
| <b>CURRICULUM DEVELOPMENT</b>                      |                |                |                |                |                  |                  |
| Contracted Services                                | -              | -              | -              | -              | -                | -                |
| <b>STAFF TRAINING</b>                              |                |                |                |                |                  |                  |
| Seminars, workshops, other                         | <u>1,000</u>   | <u>4,000</u>   | <u>5,000</u>   | <u>5,000</u>   | <u>5,000</u>     | <u>5,000</u>     |
| <b>Other expenses</b>                              |                |                |                |                |                  |                  |
| Payroll services                                   | -              | 1,920          | 1,920          | 1,920          | 1,920            | 1,920            |
| Other Contracted Services                          | -              | 10,000         | 10,000         | 10,000         | 10,000           | 10,000           |
| Conferences, dues, and fees                        | -              | 6,073          | 6,073          | 6,073          | 6,073            | 6,073            |
| Contracted Services - Audit                        | -              | -              | -              | -              | -                | -                |
| Contracted Services - Training                     | -              | -              | -              | -              | -                | -                |
| Travel   | -              | -              | -              | -              | -                | -                |
| Insurance  | -              | -              | -              | -              | -                | -                |
| Start-up Expenses                                  | -              | -              | -              | -              | -                | -                |
| District Fee                                       | -              | 37,105         | 37,105         | 37,105         | 37,105           | 37,105           |
| Indirect Cost                                      | -              | -              | -              | -              | -                | -                |
| <b>Total Board</b>                                 | -              | <u>55,098</u>  | <u>55,098</u>  | <u>55,098</u>  | <u>55,098</u>    | <u>55,098</u>    |
| <b>SCHOOL ADMINISTRATION</b>                       |                |                |                |                |                  |                  |
| Executive Director                                 | -              | 50,000         | 50,000         | 50,000         | 50,000           | 50,000           |
| Asst Principal                                     | -              | 40,000         | 40,000         | 40,000         | 40,000           | 40,000           |
| Dean   | -              | -              | -              | -              | -                | -                |
| Admin Support                                      | -              | 25,000         | 25,000         | 25,000         | 25,000           | 25,000           |
| <b>Total Administration Salaries</b>               | -              | <u>115,000</u> | <u>115,000</u> | <u>115,000</u> | <u>115,000</u>   | <u>115,000</u>   |

|  | Start-Up FY14 | FY14-15        | FY15-16        | FY16-17        | FY17-18        | FY18-19          |
|--|---------------|----------------|----------------|----------------|----------------|------------------|
| Retirement   | -             | -              | -              | -              | -              | -                |
| Payroll Taxes  | -             | 12,650         | 12,650         | 12,650         | 12,650         | 12,650           |
| Health Insurance   | -             | 14,950         | 14,950         | 14,950         | 14,950         | 14,950           |
| Workers Compensation                                     | -             | 1,150          | 1,150          | 1,150          | 1,150          | 1,150            |
| <b>Total Administration Benefits</b>                     | -             | <b>28,750</b>  | <b>28,750</b>  | <b>28,750</b>  | <b>28,750</b>  | <b>28,750</b>    |
| Travel   | -             | -              | -              | -              | -              | -                |
| Equipment Rental   | -             | -              | -              | -              | -              | -                |
| Postage  | -             | -              | -              | -              | -              | -                |
| Advertising  | -             | -              | -              | -              | -              | -                |
| Supplies   | -             | -              | -              | -              | -              | -                |
| Equipment  | -             | -              | -              | -              | -              | -                |
| Software   | -             | -              | -              | -              | -              | -                |
| <b>Total Administration Other</b>                        | -             | -              | -              | -              | -              | -                |
| <b>Total School Administration</b>                       | -             | <b>143,750</b> | <b>143,750</b> | <b>143,750</b> | <b>143,750</b> | <b>143,750</b>   |
| <b>FACILITIES ACQUISITION</b>                            |               |                |                |                |                |                  |
| Rents  | 24,000        | 96,000         | 96,000         | 96,000         | 96,000         | 96,000           |
| FFE  | -             | -              | -              | -              | -              | -                |
| Computer Hardware  | -             | -              | -              | -              | -              | -                |
| <b>Total Facilities Acquisition</b>                      | <b>24,000</b> | <b>96,000</b>  | <b>96,000</b>  | <b>96,000</b>  | <b>96,000</b>  | <b>96,000</b>    |
| <b>FISCAL</b>  |               |                |                |                |                |                  |
| Treasurer  | -             | -              | -              | -              | -              | -                |
| <b>Total Fiscal Salaries</b>                             | -             | -              | -              | -              | -              | -                |
| Retirement   | -             | -              | -              | -              | -              | -                |
| Payroll Taxes  | -             | -              | -              | -              | -              | -                |
| Health Insurance   | -             | -              | -              | -              | -              | -                |
| Workers Compensation                                     | -             | -              | -              | -              | -              | -                |
| <b>Total Fiscal Benefits</b>                             | -             | -              | -              | -              | -              | -                |
| Contracted Services - Finance                            | -             | -              | -              | -              | -              | -                |
| Contracted Services - HR                                 | -             | -              | -              | -              | -              | -                |
| <b>Total Fiscal Other</b>                                | -             | -              | -              | -              | -              | -                |
| <b>Total Fiscal</b>                                      | -             | -              | -              | -              | -              | -                |
| <b>FOOD SERVICE</b>                                      |               |                |                |                |                |                  |
| Food Service Workers                                     | -             | -              | -              | -              | -              | -                |
| <b>Total Food Service Salaries</b>                       | -             | -              | -              | -              | -              | -                |
| Retirement   | -             | -              | -              | -              | -              | -                |
| Payroll Taxes  | -             | -              | -              | -              | -              | -                |
| Health Insurance   | -             | -              | -              | -              | -              | -                |
| Workers Compensation                                     | -             | -              | -              | -              | -              | -                |
| <b>Total Food Service Benefits</b>                       | -             | -              | -              | -              | -              | -                |
| Contracted Services                                      | -             | 90,000         | 90,000         | 90,000         | 90,000         | 90,000           |
| <b>Total Food Service Other</b>                          | -             | <b>90,000</b>  | <b>90,000</b>  | <b>90,000</b>  | <b>90,000</b>  | <b>90,000</b>    |
| <b>Total Food Service</b>                                | -             | <b>90,000</b>  | <b>90,000</b>  | <b>90,000</b>  | <b>90,000</b>  | <b>90,000</b>    |
| <b>TRANSPORTATION</b>                                    |               |                |                |                |                |                  |
| Contracted Services                                      | -             | 55,916         | 55,916         | 55,916         | 55,916         | 55,916           |
| <b>PLANT OPERATIONS</b>                                  |               |                |                |                |                |                  |
| Custodial  | -             | -              | -              | -              | -              | -                |
| Security   | -             | -              | -              | -              | -              | -                |
| <b>Total Plant Operations Salaries</b>                   | -             | -              | -              | -              | -              | -                |
| Retirement   | -             | -              | -              | -              | -              | -                |
| Payroll Taxes  | -             | -              | -              | -              | -              | -                |
| Health Insurance   | -             | -              | -              | -              | -              | -                |
| Workers Compensation                                     | -             | -              | -              | -              | -              | -                |
| <b>Total Plant Operations Benefits</b>                   | -             | -              | -              | -              | -              | -                |
| Contracted Services                                      | -             | -              | -              | -              | -              | -                |
| Insurance (Property, Casualty, Liability, Fidelity Bond) | 1,200         | 9,246          | 10,581         | 10,581         | 10,581         | 10,581           |
| Telephone  | 1,200         | 3,600          | 4,800          | 4,800          | 4,800          | 4,800            |
| Utilities  | 3,000         | 9,000          | 12,000         | 12,000         | 12,000         | 12,000           |
| Repair and Maintenance                                   | -             | -              | 5,000          | 5,000          | 10,000         | 5,000            |
| Postage and Courier services                             | 5,000         | 5,000          | 10,000         | 10,000         | 10,000         | 10,000           |
| <b>Total Plant Operations Other</b>                      | <b>10,400</b> | <b>26,846</b>  | <b>42,381</b>  | <b>42,381</b>  | <b>47,381</b>  | <b>42,381</b>    |
| <b>Total Plant Operations</b>                            | <b>10,400</b> | <b>26,846</b>  | <b>42,381</b>  | <b>42,381</b>  | <b>47,381</b>  | <b>42,381</b>    |
| <b>PLANT MAINTENANCE</b>                                 |               |                |                |                |                |                  |
| Contracted Services (Custodial)                          | -             | 12,000         | 12,000         | 12,000         | 12,000         | 12,000           |
| Cleaning Supplies  | -             | 5,000          | 5,000          | 5,000          | 5,000          | 5,000            |
| <b>Total Plant Maintenance</b>                           | -             | <b>17,000</b>  | <b>17,000</b>  | <b>17,000</b>  | <b>17,000</b>  | <b>17,000</b>    |
| <b>DEBT SERVICE</b>                                      |               |                |                |                |                |                  |
| Principal & Interest                                     | -             | -              | -              | -              | -              | -                |
| <b>TOTAL EXPENDITURES</b>                                | <b>99,176</b> | <b>784,098</b> | <b>849,749</b> | <b>854,237</b> | <b>861,849</b> | <b>849,462</b>   |
| <b>EXCESS REVENUES OVER EXPENDITURES</b>                 | <b>86,347</b> | <b>17,886</b>  | <b>69,297</b>  | <b>134,106</b> | <b>260,599</b> | <b>533,585</b>   |
| <b>FUND BALANCE, ENDING</b>                              | <b>86,347</b> | <b>17,886</b>  | <b>87,182</b>  | <b>221,288</b> | <b>481,887</b> | <b>1,015,472</b> |

**Charter School Estimated Expenditure Worksheet**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**FY 2014-2015**

**Instruction:**

**1. Instructional Services :**

*Basic Education Teachers - Salaries & Benefits :*

|    |        |   |   |              |  |               |
|----|--------|---|---|--------------|--|---------------|
| a. | Number | 5 | x Average Salary  | \$ 30,910.00 |  | \$ 154,550.00 |
| b. |        |   | Benefits (retirement, social security, insurance, etc.) | 25%          |  | \$ 38,638.00  |

*Basic Education Teacher Aides - Salaries & Benefits :*

|    |        |   |   |      |  |      |
|----|--------|---|---|------|--|------|
| c. | Number | 0 | x Average Salary  | \$ - |  | \$ - |
| d. |        |   | Benefits (retirement, social security, insurance, etc.) | 0%   |  | \$ - |

*Exceptional Education (ESE) Teachers - Supplement :*

|    |        |   |   |              |  |              |
|----|--------|---|---|--------------|--|--------------|
| e. | Number | 1 | x Supplement  | \$ 30,910.00 |  | \$ 30,910.00 |
| f. |        |   | Benefits (retirement, social security, insurance, etc.) | 25%          |  | \$ 7,728.00  |

*Exceptional Education (ESE) Teacher Aides - Salary & Benefits :*

|    |        |   |   |      |  |      |
|----|--------|---|---|------|--|------|
| g. | Number | 0 | x Average Salary  | \$ - |  | \$ - |
| h. |        |   | Benefits (retirement, social security, insurance, etc.) | 0%   |  | \$ - |

*Vocational/Other Education Teachers - Salaries & Benefits :*

|    |        |   |   |      |  |      |
|----|--------|---|---|------|--|------|
| i. | Number | 0 | x Average Salary  | \$ - |  | \$ - |
| j. |        |   | Benefits (retirement, social security, insurance, etc.) | 0%   |  | \$ - |

**Subtotal**      **\$ 231,826.00**

*Other Instructional Services :*

*Full-time :*

|    |             |   |   |      |  |      |
|----|-------------|---|---|------|--|------|
| k. | Art Teacher | 0 | x Annual Salary   | \$ - |  | \$ - |
| l. |             |   | Benefits (retirement, social security, insurance, etc.) | 0%   |  | \$ - |

|    |               |   |   |      |  |      |
|----|---------------|---|---|------|--|------|
| k. | Music Teacher | 0 | x Annual Salary   | \$ - |  | \$ - |
| l. |               |   | Benefits (retirement, social security, insurance, etc.) | 0%   |  | \$ - |

|    |                         |   |   |              |  |              |
|----|-------------------------|---|---|--------------|--|--------------|
| m. | Other: Foreign Language | 1 | x Annual Salary   | \$ 20,000.00 |  | \$ 20,000.00 |
| n. |                         |   | Benefits (retirement, social security, insurance, etc.) | 25%          |  | \$ 5,000.00  |

**Subtotal**      **\$ 25,000.00**

*Part-time :*

|    |               |   |   |      |              |      |
|----|---------------|---|---|------|--------------|------|
| o. | Dance Teacher | 0 | x Hourly Wage   | \$ - | x hours/week | \$ - |
| p. |               |   | Benefits (retirement, social security, insurance, etc.) | 0%   |              | \$ - |

|    |                  |   |   |      |              |      |
|----|------------------|---|---|------|--------------|------|
| q. | Computer Teacher | 0 | x Hourly Wage   | \$ - | x hours/week | \$ - |
| r. |                  |   | Benefits (retirement, social security, insurance, etc.) | 0%   |              | \$ - |

|    |       |   |   |      |              |      |
|----|-------|---|---|------|--------------|------|
| s. | Other | 0 | x Hourly Wage   | \$ - | x hours/week | \$ - |
| t. |       |   | Benefits (retirement, social security, insurance, etc.) | 0%   |              | \$ - |

|    |  |             |  |             |
|----|--|-------------|--|-------------|
| u. | Other Personnel (Substitute Teachers, which needs to include 7.65% for FICA) | \$ 4,000.00 |  | \$ 4,000.00 |
| v. | Contracted Exceptional Education Specialists                                 | \$ -        |  | \$ -        |

**Subtotal**      **\$ 4,000.00**

**2. Instructional Materials & Equipment :**

|    |  |      |  |      |
|----|--|------|--|------|
| a. | Instructional Materials (textbooks, workbooks, etc.) | \$ - |  | \$ - |
|----|--|------|--|------|

|    |                       |              |  |              |
|----|-----------------------|--------------|--|--------------|
| b. | Intervention Programs | \$ 10,000.00 |  | \$ 10,000.00 |
|----|-----------------------|--------------|--|--------------|

**Subtotal**      **\$ 10,000.00**

**3. Other Instructional Expenses :**

|    |  |      |  |      |
|----|--|------|--|------|
| a. | Classroom Supplies (Other than in # 2 above) | \$ - |  | \$ - |
|----|--|------|--|------|

|    |  |      |  |      |
|----|--|------|--|------|
| b. | AV equipment/Other Instructional Equipment | \$ - |  | \$ - |
|----|--|------|--|------|

**Subtotal**      **\$ -**

**4. Technology :**

|    |                    |              |  |              |
|----|--------------------|--------------|--|--------------|
| a. | Computer Equipment | \$ 42,497.00 |  | \$ 42,497.00 |
|----|--------------------|--------------|--|--------------|

|    |  |             |  |             |
|----|--|-------------|--|-------------|
| b. | Student Information Management System (\$1000.00 One-Time Fee) | \$ 1,166.40 |  | \$ 1,166.40 |
|----|--|-------------|--|-------------|

**Subtotal**      **\$ 43,663.40**

**5. Classroom/Vocational Equipment (Desks, chairs, tables, etc.)**

|    |  |      |  |      |
|----|--|------|--|------|
| a. | Desks, chairs, tables, and Equipment/Furniture/Furnishings other than Audio Visual and PCs | \$ - |  | \$ - |
|----|--|------|--|------|

**Subtotal**      **\$ -**

**Total Academic Instruction - 1 through 5 above > \$ 314,489.40**

**Charter School Estimated Expenditure Worksheet - cont'd**  
**3XXX - YOUR CHARTER SCHOOL NAME (UFTE Enrollment Cap @ XXX)**  
**FY 2014-2015**

**Instructional Support:**

**6. Pupil Personnel Services:**

*Coordinator / Counselor - Salary & Benefits :*

|    |   |          |                 |      |                      |
|----|---|----------|-----------------|------|----------------------|
| a. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ -                 |
| b. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ -                 |
|    |   |          |                 |      | <b>Subtotal</b> \$ - |

**7. Curriculum Development:**

*Curriculum Specialist / Writer's - Salaries & Benefits :*

|    |   |          |                 |      |                      |
|----|---|----------|-----------------|------|----------------------|
| a. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ -                 |
| b. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ -                 |
| c. | Curriculum Development - Materials and Supplies                   |          |                 |      | \$ -                 |
| d. | Curriculum Development - Equipment                                |          |                 |      | \$ -                 |
|    |   |          |                 |      | <b>Subtotal</b> \$ - |

**8. Staff Development / Training:**

|    |                                  |  |  |  |                             |
|----|----------------------------------|--|--|--|-----------------------------|
| a. | Seminars, workshops, Other _____ |  |  |  | \$ 4,000.00                 |
|    |                                  |  |  |  | <b>Subtotal</b> \$ 4,000.00 |

**9. Media:**

*Media Specialist - Salary & Benefits :*

|    |   |          |                 |      |      |
|----|---|----------|-----------------|------|------|
| a. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ - |

*Librarian - Salary & Benefits :*

|    |   |          |                 |      |      |
|----|---|----------|-----------------|------|------|
| c. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ - |
| d. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ - |

|    |                                |  |  |  |                      |
|----|--------------------------------|--|--|--|----------------------|
| e. | Media - Materials and Supplies |  |  |  | \$ -                 |
| f. | Media - Equipment              |  |  |  | \$ -                 |
|    |                                |  |  |  | <b>Subtotal</b> \$ - |

**Total Instructional Support - 6 through 9 above > \$ 4,000.00**

**General Support:**

**10. Administrative Services - Salaries & Benefits :**

|    |  |          |                 |              |                               |
|----|--|----------|-----------------|--------------|-------------------------------|
| a. | <i>Principal</i>   | <u>1</u> | x Annual Salary | \$ 40,000.00 | \$ 40,000.00                  |
| b. | Benefits (retirement, social security, insurance, etc.) <u>25%</u> |          |                 |              | \$ 10,000.00                  |
| c. | <i>Assistant Principal</i>   | <u>0</u> | x Annual Salary | \$ -         | \$ -                          |
| d. | Benefits (retirement, social security, insurance, etc.) <u>0%</u>  |          |                 |              | \$ -                          |
| e. | <i>Admin Assistant</i>   | <u>1</u> | x Annual Salary | \$ 25,000.00 | \$ 25,000.00                  |
| f. | Benefits (retirement, social security, insurance, etc.) <u>25%</u> |          |                 |              | \$ 6,250.00                   |
| e. | <i>Bookkeeper</i>  | <u>0</u> | x Annual Salary | \$ -         | \$ -                          |
| f. | Benefits (retirement, social security, insurance, etc.) <u>0%</u>  |          |                 |              | \$ -                          |
| e. | <i>Other: Executive Direct</i>                                     | <u>1</u> | x Annual Salary | \$ 50,000.00 | \$ 50,000.00                  |
| f. | Benefits (retirement, social security, insurance, etc.) <u>25%</u> |          |                 |              | \$ 12,500.00                  |
|    |  |          |                 |              | <b>Subtotal</b> \$ 143,750.00 |

**11. Office Expenses :**

|    |                                     |  |  |  |                             |
|----|-------------------------------------|--|--|--|-----------------------------|
| a. | Equipment / Furniture / Furnishings |  |  |  | \$ 5,000.00                 |
| b. | Repair and Maintenance              |  |  |  | \$ -                        |
| c. | Other _____                         |  |  |  | \$ -                        |
|    |                                     |  |  |  | <b>Subtotal</b> \$ 5,000.00 |

**12. Telephone & Communication Services :**

|    |   |  |  |  |                             |
|----|---|--|--|--|-----------------------------|
| a. | Telephone / Communication Services ( monthly bills) |  |  |  | \$ 3,600.00                 |
| b. | Equipment (including any training and installation) |  |  |  | \$ -                        |
| c. | Other _____   |  |  |  | \$ -                        |
|    |   |  |  |  | <b>Subtotal</b> \$ 3,600.00 |

**13. Mailing & Marketing :**

|    |                            |  |  |  |                             |
|----|----------------------------|--|--|--|-----------------------------|
| a. | Postage / Courier Services |  |  |  | \$ 5,000.00                 |
| b. | Other _____                |  |  |  | \$ -                        |
|    |                            |  |  |  | <b>Subtotal</b> \$ 5,000.00 |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**3XXX - YOUR CHARTER SCHOOL NAME (UFTE Enrollment Cap @ XXX)**  
 FY 2014-2015

**General Support cont'd:**

|  |                 |                     |
|--|-----------------|---------------------|
| <b>14. Printing and Copying :</b>  |                 |                     |
| a. Materials and Supplies  |                 | \$ -                |
| b. Equipment (Specify here: Purchase _____ or Lease _____)                       |                 | \$ -                |
| c. Other _____   |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ -</b>         |
| <b>15. Facilities :</b>  |                 |                     |
| a. Land / Land improvements  |                 | \$ -                |
| b. Building (Specify here: Purchase _____ Lease-Purchase _____ Lease/Rent _____) |                 | \$ 72,000.00        |
| c. Leasehold Improvements  |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ 72,000.00</b> |
| <b>16. Facility - Maintenance :</b>  |                 |                     |
| <i>Maintenance person - Salary &amp; Benefits :</i>                              |                 |                     |
| a. Number <u>0</u> x Annual Salary \$ -  |                 | \$ -                |
| b. Benefits (retirement, social security, insurance, etc.) <u>0%</u>             |                 | \$ -                |
| c. Contracted Services   |                 | \$ -                |
| d. Maintenance - Materials and Supplies  |                 | \$ -                |
| e. Maintenance - Equipment   |                 | \$ -                |
| f. Other _____   |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ -</b>         |
| <b>17. Custodial Services :</b>  |                 |                     |
| <i>Custodian's - Salary &amp; Benefits :</i>                                     |                 |                     |
| a. Number <u>0</u> x Annual Salary \$ -  |                 | \$ -                |
| b. Benefits (retirement, social security, insurance, etc.) <u>0%</u>             |                 | \$ -                |
| c. Contracted Services   |                 | \$ 12,000.00        |
| d. Cleaning Supplies   |                 | \$ 5,000.00         |
| e. Equipment   |                 | \$ -                |
| f. Other _____   |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ 17,000.00</b> |
| <b>18. Utilities :</b>   |                 |                     |
| a. Electricity / Water   |                 | \$ 9,000.00         |
| b. Gas   |                 | \$ -                |
| c. Other _____   |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ 9,000.00</b>  |
| <b>19. Student Transportation :</b>  |                 |                     |
| a. Transportation Vehicle payments (Vans, Buses, etc.)                           |                 | \$ -                |
| b. Bus Driver's <u>0</u> x Hourly Wage \$ - x hrs/day x 180 _____                |                 | \$ -                |
| c. Benefits (retirement, social security, insurance, etc.) <u>0%</u>             |                 | \$ -                |
| d. Maintenance and Repairs   |                 | \$ -                |
| e. Insurance   |                 | \$ -                |
| f. Gas   |                 | \$ -                |
| g. Other: Contratual Transportation  |                 | \$ 55,916.00        |
|  | <b>Subtotal</b> | <b>\$ 55,916.00</b> |
| <b>20. Insurance :</b>   |                 |                     |
| a. Property and Casualty   |                 | \$ 1,745.56         |
| b. Liability   |                 | \$ -                |
| c. Fidelity Bond   |                 | \$ 7,500.00         |
| d. Other _____   |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ 9,245.56</b>  |
| <b>21. Administrative Fees to the District :</b>                                 |                 |                     |
| a. FEFP / Categorical Sources  |                 | \$ 37,104.75        |
| b. Federal Start-up / Continuation Grants  |                 | \$ -                |
| c. Other _____   |                 | \$ -                |
|  | <b>Subtotal</b> | <b>\$ 37,104.75</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**FY 2014-2015**

**General Support cont'd:**

**22. Professional Fees :**

|                                    |                     |
|------------------------------------|---------------------|
| a. Accounting Services             | \$ -                |
| b. Payroll Services                | \$ 1,920.00         |
| c. Auditing Services               | \$ -                |
| d. Legal Services                  | \$ -                |
| e. Educational Consulting Services | \$ -                |
| f. Other: Contractual Services     | \$ 10,000.00        |
|                                    | <b>Subtotal</b>     |
|                                    | <b>\$ 11,920.00</b> |

**23. Food Services :**

*Food Servers - Salaries & Benefits :*

|  |      |
|--|------|
| a. Number <u>0</u> x Annual Salary \$ -                              | \$ - |
| b. Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ - |

*Cafeteria Workers - Salaries & Benefits :*

|  |      |
|--|------|
| c. Number <u>0</u> x Annual Salary \$ -                              | \$ - |
| d. Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ - |

|  |                     |
|--|---------------------|
| e. Kitchen Equipment/Dining Room Furniture & Equipment | \$ -                |
| f. Food Purchases (for self-operated kitchen)          | \$ -                |
| g. Bottled Gas (for self-operated kitchen)             | \$ -                |
| h. Kitchen/Dining Room supplies                        | \$ -                |
| i. Other - WinSnap Equipment and Installation          | \$ -                |
| j. Other : Contracted Food Services                    | \$ 90,000.00        |
|  | <b>Subtotal</b>     |
|  | <b>\$ 90,000.00</b> |

**24. Repayment of Debt :**

|              |                 |
|--------------|-----------------|
| a. Principal | \$ -            |
| b. Interest  | \$ -            |
|              | <b>Subtotal</b> |
|              | <b>\$ -</b>     |

**25. Other Costs - not covered above :**

|                                   |                    |
|-----------------------------------|--------------------|
| a. Contingencies                  | \$ -               |
| b. Travel Expenses                | \$ -               |
| c. Conference, Dues and Fees      | \$ 6,073.21        |
| d. Other expenses - specify _____ | \$ -               |
|                                   | <b>Subtotal</b>    |
|                                   | <b>\$ 6,073.21</b> |

|   |                      |
|---|----------------------|
| <b>Total General Support - 10 through 25 above &gt;</b>     | <b>\$ 465,609.52</b> |
| <b>Total Instructional Support - 6 through 9 above &gt;</b> | <b>\$ 4,000.00</b>   |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>  | <b>\$ 314,489.40</b> |

|  |                      |
|--|----------------------|
| <b>Total Estimated Expenditures &gt;</b>     | <b>\$ 784,098.92</b> |
| <b>Total Estimated Revenues &gt;</b>         | <b>\$ 801,984.00</b> |
| <b>Difference - Surplus / (Deficit) &gt;</b> | <b>\$ 17,885.08</b>  |

Data from your Revenue Worksheets go here >>>>>

**NOTES:**

- 1 This budget format must **not** be changed. Details or line items may be added, but no line items may be deleted.
- 2 Attach Schedules and/or narratives, where applicable, to explain certain budget line items presented in the worksheets provided.

**Charter School Estimated Expenditure Worksheet**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
 FY 2015 2016

**Instruction:**

|   |  |   |                      |
|---|--|---|----------------------|
| <b>1. Instructional Services :</b>  |  |   |                      |
| <i>Basic Education Teachers - Salaries &amp; Benefits :</i>                                       |  |   |                      |
| a.  | Number   | <u>5</u> x Average Salary                               | \$ 31,500.00         |
|   |  |   | \$ 157,500.00        |
| b.  |  | Benefits (retirement, social security, insurance, etc.) | <u>25%</u>           |
|   |  |   | \$ 39,375.00         |
| <i>Basic Education Teacher Aides - Salaries &amp; Benefits :</i>                                  |  |   |                      |
| c.  | Number   | <u>0</u> x Average Salary                               | \$ -                 |
|   |  |   | \$ -                 |
| d.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| <i>Exceptional Education (ESE) Teachers - Supplement :</i>  |  |   |                      |
| e.  | Number   | <u>1</u> x Supplement                                   | \$ 31,500.00         |
|   |  |   | \$ 31,500.00         |
| f.  |  | Benefits (retirement, social security, insurance, etc.) | <u>25%</u>           |
|   |  |   | \$ 7,875.00          |
| <i>Exceptional Education (ESE) Teacher Aides - Salary &amp; Benefits :</i>                        |  |   |                      |
| g.  | Number   | <u>0</u> x Average Salary                               | \$ -                 |
|   |  |   | \$ -                 |
| h.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| <i>Vocational/Other Education Teachers - Salaries &amp; Benefits :</i>                            |  |   |                      |
| i.  | Number   | <u>0</u> x Average Salary                               | \$ -                 |
|   |  |   | \$ -                 |
| j.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
|   |  | <b>Subtotal</b>   | <b>\$ 236,250.00</b> |
| <i>Other Instructional Services :</i>   |  |   |                      |
| <i>Full-time :</i>  |  |   |                      |
| k.  | Art Teacher  | <u>0</u> x Annual Salary                                | \$ -                 |
|   |  |   | \$ -                 |
| l.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| k.  | Music Teacher  | <u>0</u> x Annual Salary                                | \$ -                 |
|   |  |   | \$ -                 |
| l.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| m.  | Other: Foreign Language  | <u>1</u> x Annual Salary                                | \$ 20,590.00         |
|   |  |   | \$ 20,590.00         |
| n.  |  | Benefits (retirement, social security, insurance, etc.) | <u>25%</u>           |
|   |  |   | \$ 5,148.00          |
|   |  | <b>Subtotal</b>   | <b>\$ 25,738.00</b>  |
| <i>Part-time :</i>  |  |   |                      |
| o.  | Dance Teacher  | <u>0</u> x Hourly Wage                                  | \$ - x hours/week    |
|   |  |   | \$ -                 |
| p.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| q.  | Computer Teacher   | <u>0</u> x Hourly Wage                                  | \$ - x hours/week    |
|   |  |   | \$ -                 |
| r.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| s.  | Other  | <u>0</u> x Hourly Wage                                  | \$ - x hours/week    |
|   |  |   | \$ -                 |
| t.  |  | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>            |
|   |  |   | \$ -                 |
| u.  | Other Personnel (Substitute Teachers, which needs to include 7.65% for FICA)               |   | \$ 4,000.00          |
| v.  | Contracted Exceptional Education Specialists   |   | \$ -                 |
|   |  | <b>Subtotal</b>   | <b>\$ 4,000.00</b>   |
| <b>2. Instructional Materials &amp; Equipment :</b>   |  |   |                      |
| a.  | Instructional Materials (textbooks, workbooks, testing materials, etc.)                    |   | \$ 29,662.27         |
| b.  | Intervention Curriculum  |   | \$ 10,000.00         |
|   |  | <b>Subtotal</b>   | <b>\$ 39,662.27</b>  |
| <b>3. Other Instructional Expenses :</b>  |  |   |                      |
| a.  | Classroom Supplies (Other than in # 2 above)   |   | \$ -                 |
| b.  | AV equipment/Other Instructional Equipment   |   | \$ -                 |
|   |  | <b>Subtotal</b>   | <b>\$ -</b>          |
| <b>4. Technology :</b>  |  |   |                      |
| a.  | Computer Equipment (replacement if necessary)  |   | \$ 20,000.00         |
| b.  | Student Information Management System (monthly fee @ 1.20 per student@ 108 x 12 months)    |   | \$ 1,555.20          |
|   |  | <b>Subtotal</b>   | <b>\$ 21,555.20</b>  |
| <b>5. Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary))</b> |  |   |                      |
| a.  | Desks, chairs, tables, and Equipment/Furniture/Furnishings other than Audio Visual and PCs |   | \$ 10,000.00         |
|   |  | <b>Subtotal</b>   | <b>\$ 10,000.00</b>  |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>  |  |   | <b>\$ 337,205.47</b> |



**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
 FY 2015 2016

**Instructional Support:**

|   |   |   |                    |
|---|---|---|--------------------|
| <b>6. Pupil Personnel Services:</b>                                 |   |   |                    |
| <i>Coordinator / Counselor - Salary &amp; Benefits :</i>            |   |   |                    |
| a.  | Number  | 0 x Annual Salary   | \$ -               |
| b.  |   | Benefits (retirement, social security, insurance, etc.)     | 0%                 |
|   |   |   | \$ -               |
|   |   |   | \$ -               |
|   |   | <b>Subtotal</b>   | <b>\$ -</b>        |
| <b>7. Curriculum Development:</b>                                   |   |   |                    |
| <i>Curriculum Specialist / Writer's - Salaries &amp; Benefits :</i> |   |   |                    |
| a.  | Number  | 0 x Annual Salary   | \$ -               |
| b.  |   | Benefits (retirement, social security, insurance, etc.)     | 0%                 |
|   |   |   | \$ -               |
| c.  | Curriculum Development - Materials and Supplies |   |                    |
|   |   |   | \$ -               |
| d.  | Curriculum Development - Equipment              |   |                    |
|   |   |   | \$ -               |
|   |   | <b>Subtotal</b>   | <b>\$ -</b>        |
| <b>8. Staff Development / Training:</b>                             |   |   |                    |
| a.  | Seminars, workshops, Other _____                |   |                    |
|   |   |   | \$ 5,000.00        |
|   |   | <b>Subtotal</b>   | <b>\$ 5,000.00</b> |
| <b>9. Media:</b>  |   |   |                    |
| <i>Media Specialist - Salary &amp; Benefits :</i>                   |   |   |                    |
| a.  | Number  | 0 x Annual Salary   | \$ -               |
| b.  |   | Benefits (retirement, social security, insurance, etc.)     | 0%                 |
|   |   |   | \$ -               |
|   |   |   | \$ -               |
| <i>Librarian - Salary &amp; Benefits :</i>                          |   |   |                    |
| c.  | Number  | 0 x Annual Salary   | \$ -               |
| d.  |   | Benefits (retirement, social security, insurance, etc.)     | 0%                 |
|   |   |   | \$ -               |
| e.  | Media - Materials and Supplies                  |   |                    |
|   |   |   | \$ -               |
| f.  | Media - Equipment                               |   |                    |
|   |   |   | \$ -               |
|   |   | <b>Subtotal</b>   | <b>\$ -</b>        |
|   |   | <b>Total Instructional Support - 6 through 9 above &gt;</b> | <b>\$ 5,000.00</b> |

**General Support:**

|  |   |   |                      |
|--|---|---|----------------------|
| <b>10. Administrative Services - Salaries &amp; Benefits :</b> |   |   |                      |
| a.   | Principal   | 1 x Annual Salary                                       | \$ 40,000.00         |
| b.   |   | Benefits (retirement, social security, insurance, etc.) | 25%                  |
|  |   |   | \$ 10,000.00         |
| c.   | Assistant Principal                                 | 0 x Annual Salary                                       | \$ -                 |
| d.   |   | Benefits (retirement, social security, insurance, etc.) | 0%                   |
|  |   |   | \$ -                 |
| e.   | Admin Assistant                                     | 1 x Annual Salary                                       | \$ 25,000.00         |
| f.   |   | Benefits (retirement, social security, insurance, etc.) | 25%                  |
|  |   |   | \$ 6,250.00          |
| e.   | Bookkeeper  | 0 x Annual Salary                                       | \$ -                 |
| f.   |   | Benefits (retirement, social security, insurance, etc.) | 0%                   |
|  |   |   | \$ -                 |
| e.   | Other: Executive Direct                             | 1 x Annual Salary                                       | \$ 50,000.00         |
| f.   |   | Benefits (retirement, social security, insurance, etc.) | 25%                  |
|  |   |   | \$ 12,500.00         |
|  |   | <b>Subtotal</b>   | <b>\$ 143,750.00</b> |
| <b>11. Office Expenses :</b>                                   |   |   |                      |
| a.   | Equipment / Furniture / Furnishings                 |   |                      |
| b.   | Repair and Maintenance                              |   |                      |
|  |   |   | \$ 5,000.00          |
| c.   | Other _____   |   |                      |
|  |   |   | \$ -                 |
|  |   | <b>Subtotal</b>   | <b>\$ 5,000.00</b>   |
| <b>12. Telephone &amp; Communication Services :</b>            |   |   |                      |
| a.   | Telephone / Communication Services ( monthly bills) |   |                      |
|  |   |   | \$ 4,800.00          |
| b.   | Equipment (including any training and installation) |   |                      |
|  |   |   | \$ -                 |
| c.   | Other _____   |   |                      |
|  |   |   | \$ -                 |
|  |   | <b>Subtotal</b>   | <b>\$ 4,800.00</b>   |
| <b>13. Mailing &amp; Marketing :</b>                           |   |   |                      |
| a.   | Postage / Courier Services                          |   |                      |
|  |   |   | \$ 10,000.00         |
| b.   | Other _____   |   |                      |
|  |   |   | \$ -                 |
|  |   | <b>Subtotal</b>   | <b>\$ 10,000.00</b>  |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
 FY 2015 2016

**General Support cont'd:**

|   |  |                 |                     |
|---|--|-----------------|---------------------|
| <b>14. Printing and Copying :</b>                   |  |                 |                     |
| a.  | Materials and Supplies   | \$              | 5,000.00            |
| b.  | Equipment (Specify here: Purchase _____ or Lease _____ )                       | \$              | 2,400.00            |
| c.  | Other _____  | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ 7,400.00</b>  |
| <b>15. Facilities :</b>                             |  |                 |                     |
| a.  | Land / Land improvements   | \$              | -                   |
| b.  | Building (Specify here: Purchase _____ Lease-Purchase _____ Lease/Rent _____ ) | \$              | 96,000.00           |
| c.  | Leasehold Improvements   | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ 96,000.00</b> |
| <b>16. Facility - Maintenance :</b>                 |  |                 |                     |
| <i>Maintenance person - Salary &amp; Benefits :</i> |  |                 |                     |
| a.  | Number <u>0</u> x Annual Salary \$ <u>-</u>                                    | \$              | -                   |
| b.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u>              | \$              | -                   |
| c.  | Contracted Services  | \$              | -                   |
| d.  | Maintenance - Materials and Supplies   | \$              | -                   |
| e.  | Maintenance - Equipment  | \$              | -                   |
| f.  | Other _____  | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ -</b>         |
| <b>17. Custodial Services :</b>                     |  |                 |                     |
| <i>Custodian's - Salary &amp; Benefits :</i>        |  |                 |                     |
| a.  | Number <u>0</u> x Annual Salary \$ <u>-</u>                                    | \$              | -                   |
| b.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u>              | \$              | -                   |
| c.  | Contracted Services  | \$              | 12,000.00           |
| d.  | Cleaning Supplies  | \$              | 5,000.00            |
| e.  | Equipment  | \$              | -                   |
| f.  | Other _____  | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ 17,000.00</b> |
| <b>18. Utilities :</b>                              |  |                 |                     |
| a.  | Electricity / Water  | \$              | 12,000.00           |
| b.  | Gas  | \$              | -                   |
| c.  | Other _____  | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ 12,000.00</b> |
| <b>19. Student Transportation :</b>                 |  |                 |                     |
| a.  | Transportation Vehicle payments (Vans, Buses, etc.)                            |                 |                     |
| b.  | Bus Driver's <u>0</u> x Hourly Wage \$ <u>-</u> x hrs/day x 180 _____          | \$              | -                   |
| c.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u>              | \$              | -                   |
| d.  | Maintenance and Repairs  | \$              | -                   |
| e.  | Insurance  | \$              | -                   |
| f.  | Gas  | \$              | -                   |
| g.  | Other: Contratual Transportation   | \$              | 55,916.00           |
|   |  | <b>Subtotal</b> | <b>\$ 55,916.00</b> |
| <b>20. Insurance :</b>                              |  |                 |                     |
| a.  | Property and Casualty  | \$              | 1,745.56            |
| b.  | Liability  | \$              | 1,335.00            |
| c.  | Fidelity Bond  | \$              | 7,500.00            |
| d.  | Other _____  | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ 10,580.56</b> |
| <b>21. Administrative Fees to the District :</b>    |  |                 |                     |
| a.  | FEFP / Categorical Sources   | \$              | 37,104.75           |
| b.  | Federal Start-up / Continuation Grants   | \$              | -                   |
| c.  | Other _____  | \$              | -                   |
|   |  | <b>Subtotal</b> | <b>\$ 37,104.75</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**FY 2015 2016**

**General Support cont'd:**

|            |   |                 |                     |
|------------|---|-----------------|---------------------|
| <b>22.</b> | <i>Professional Fees :</i>  |                 |                     |
| a.         | Accounting Services   |                 | \$ -                |
| b.         | Payroll Services  |                 | \$ 1,920.00         |
| c.         | Auditing Services   |                 |                     |
| d.         | Legal Services  |                 | \$ -                |
| e.         | Educational Consulting Services                                   |                 | \$ -                |
| f.         | Other: Contractual Services                                       |                 | \$ 10,000.00        |
|            |   | <b>Subtotal</b> | <b>\$ 11,920.00</b> |
| <b>23.</b> | <i>Food Services :</i>  |                 |                     |
|            | <i>Food Servers - Salaries &amp; Benefits :</i>                   |                 |                     |
| a.         | Number <u>0</u> x Annual Salary \$ <u>-</u>                       |                 | \$ -                |
| b.         | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |                 | \$ -                |
|            | <i>Cafeteria Workers - Salaries &amp; Benefits :</i>              |                 |                     |
| c.         | Number <u>0</u> x Annual Salary \$ <u>-</u>                       |                 | \$ -                |
| d.         | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |                 | \$ -                |
| e.         | Kitchen Equipment/Dining Room Furniture & Equipment               |                 | \$ -                |
| f.         | Food Purchases (for self-operated kitchen)                        |                 | \$ -                |
| g.         | Bottled Gas (for self-operated kitchen)                           |                 | \$ -                |
| h.         | Kitchen/Dining Room supplies                                      |                 | \$ -                |
| i.         | Other - WinSnap Equipment and Installation                        |                 | \$ -                |
| j.         | Other : Contracted Food Services                                  |                 | \$ 90,000.00        |
|            |   | <b>Subtotal</b> | <b>\$ 90,000.00</b> |
| <b>24.</b> | <i>Repayment of Debt :</i>  |                 |                     |
| a.         | Principal   |                 | \$ -                |
| b.         | Interest  |                 | \$ -                |
|            |   | <b>Subtotal</b> | <b>\$ -</b>         |
| <b>25.</b> | <i>Other Costs - not covered above :</i>                          |                 |                     |
| a.         | Contingencies   |                 | \$ -                |
| b.         | Travel Expenses   |                 | \$ -                |
| c.         | Conference, Dues and Fees   |                 | \$ 6,073.21         |
| d.         | Other expenses - specify _____                                    |                 | \$ -                |
|            |   | <b>Subtotal</b> | <b>\$ 6,073.21</b>  |

**Total General Support - 10 through 25 above > \$ 507,544.52**  
**Total Instructional Support - 6 through 9 above > \$ 5,000.00**  
**Total Academic Instruction - 1 through 5 above > \$ 337,205.47**

**Total Estimated Expenditures > \$ 849,749.99**  
**Total Estimated Revenues > \$ 919,046.00**  
**Difference - Surplus / (Deficit) > \$ 69,296.01**

Data from your Revenue Worksheets go here >>>>

**NOTES:**

- 1 This budget format must not be changed. Details or line items may be added, but no line items may be deleted.
- 2 Attach Schedules and/or narratives, where applicable, to explain certain budget line items presented in the worksheets provided.

**Charter School Estimated Expenditure Worksheet**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
 FY 2016 2017

**Instruction:**

**1. Instructional Services :**

*Basic Education Teachers - Salaries & Benefits :*

|    |        |          |   |                     |  |  |               |
|----|--------|----------|---|---------------------|--|--|---------------|
| a. | Number | <u>5</u> | x Average Salary  | <u>\$ 32,000.00</u> |  |  | \$ 160,000.00 |
| b. |        |          | Benefits (retirement, social security, insurance, etc.) | <u>25%</u>          |  |  | \$ 40,000.00  |

*Basic Education Teacher Aides - Salaries & Benefits :*

|    |        |          |   |             |  |  |      |
|----|--------|----------|---|-------------|--|--|------|
| c. | Number | <u>0</u> | x Average Salary  | <u>\$ -</u> |  |  | \$ - |
| d. |        |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |  |  | \$ - |

*Exceptional Education (ESE) Teachers - Supplement :*

|    |        |          |   |                     |  |  |              |
|----|--------|----------|---|---------------------|--|--|--------------|
| e. | Number | <u>1</u> | x Supplement  | <u>\$ 32,000.00</u> |  |  | \$ 32,000.00 |
| f. |        |          | Benefits (retirement, social security, insurance, etc.) | <u>25%</u>          |  |  | \$ 8,000.00  |

*Exceptional Education (ESE) Teacher Aides - Salary & Benefits :*

|    |        |          |   |             |  |  |      |
|----|--------|----------|---|-------------|--|--|------|
| g. | Number | <u>0</u> | x Average Salary  | <u>\$ -</u> |  |  | \$ - |
| h. |        |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |  |  | \$ - |

|    |        |          |   |             |  |  |      |
|----|--------|----------|---|-------------|--|--|------|
| i. | Number | <u>0</u> | x Average Salary  | <u>\$ -</u> |  |  | \$ - |
| j. |        |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |  |  | \$ - |

**Subtotal \$ 240,000.00**

*Other Instructional Services :*

*Full-time :*

|    |             |          |   |             |  |  |      |
|----|-------------|----------|---|-------------|--|--|------|
| k. | Art Teacher | <u>0</u> | x Annual Salary   | <u>\$ -</u> |  |  | \$ - |
| l. |             |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |  |  | \$ - |

|    |               |          |   |             |  |  |      |
|----|---------------|----------|---|-------------|--|--|------|
| k. | Music Teacher | <u>0</u> | x Annual Salary   | <u>\$ -</u> |  |  | \$ - |
| l. |               |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |  |  | \$ - |

|    |                         |          |   |                     |  |  |              |
|----|-------------------------|----------|---|---------------------|--|--|--------------|
| m. | Other: Foreign Language | <u>1</u> | x Annual Salary   | <u>\$ 21,180.00</u> |  |  | \$ 21,180.00 |
| n. |                         |          | Benefits (retirement, social security, insurance, etc.) | <u>25%</u>          |  |  | \$ 5,295.00  |

**Subtotal \$ 26,475.00**

*Part-time :*

|    |               |          |   |             |              |          |      |
|----|---------------|----------|---|-------------|--------------|----------|------|
| o. | Dance Teacher | <u>0</u> | x Hourly Wage   | <u>\$ -</u> | x hours/week | <u>-</u> | \$ - |
| p. |               |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |              |          | \$ - |

|    |                  |          |   |             |              |          |      |
|----|------------------|----------|---|-------------|--------------|----------|------|
| q. | Computer Teacher | <u>0</u> | x Hourly Wage   | <u>\$ -</u> | x hours/week | <u>-</u> | \$ - |
| r. |                  |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |              |          | \$ - |

|    |       |          |   |             |              |          |      |
|----|-------|----------|---|-------------|--------------|----------|------|
| s. | Other | <u>0</u> | x Hourly Wage   | <u>\$ -</u> | x hours/week | <u>-</u> | \$ - |
| t. |       |          | Benefits (retirement, social security, insurance, etc.) | <u>0%</u>   |              |          | \$ - |

|    |  |  |  |  |  |  |             |
|----|--|--|--|--|--|--|-------------|
| u. | Other Personnel (Substitute Teachers, which needs to include 7.65% for FICA) |  |  |  |  |  | \$ 4,000.00 |
| v. | Contracted Exceptional Education Specialists                                 |  |  |  |  |  | \$ -        |

**Subtotal \$ 4,000.00**

**2. Instructional Materials & Equipment :**

|    |  |  |  |  |  |  |              |
|----|--|--|--|--|--|--|--------------|
| a. | Instructional Materials (textbooks, workbooks, etc.) |  |  |  |  |  | \$ 29,662.27 |
| b. | Intervention Curriculum                              |  |  |  |  |  | \$ 10,000.00 |

**Subtotal \$ 39,662.27**

**3. Other Instructional Expenses :**

|    |  |  |  |  |  |  |      |
|----|--|--|--|--|--|--|------|
| a. | Classroom Supplies (Other than in # 2 above) |  |  |  |  |  | \$ - |
| b. | AV equipment/Other Instructional Equipment   |  |  |  |  |  | \$ - |

**Subtotal \$ -**

**4. Technology :**

|    |  |  |  |  |  |  |              |
|----|--|--|--|--|--|--|--------------|
| a. | Computer Equipment (replacement if necessary)  |  |  |  |  |  | \$ 20,000.00 |
| b. | Student Information Management System (monthly fee@ 1.20 per student @108 x 12 months) |  |  |  |  |  | \$ 1,555.20  |

**Subtotal \$ 21,555.20**

**5. Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary)**

|    |  |  |  |  |  |  |              |
|----|--|--|--|--|--|--|--------------|
| a. | Desks, chairs, tables, and Equipment/Furniture/Furnishings other than Audio Visual and PCs |  |  |  |  |  | \$ 10,000.00 |
|----|--|--|--|--|--|--|--------------|

**Subtotal \$ 10,000.00**

**Total Academic Instruction - 1 through 5 above > \$ 341,692.47**

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
 FY 2016 2017

**Instructional Support:**

**6. Pupil Personnel Services:**

*Coordinator / Counselor - Salary & Benefits :*

|    |   |   |                 |      |    |      |
|----|---|---|-----------------|------|----|------|
| a. | Number  | 0 | x Annual Salary | \$ - |    | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) |   |                 |      | 0% | \$ - |

**Subtotal**      \$ -

**7. Curriculum Development:**

*Curriculum Specialist / Writer's - Salaries & Benefits :*

|    |   |   |                 |      |    |      |
|----|---|---|-----------------|------|----|------|
| a. | Number  | 0 | x Annual Salary | \$ - |    | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) |   |                 |      | 0% | \$ - |

\$ -

c. Curriculum Development - Materials and Supplies

\$ -

d. Curriculum Development - Equipment

\$ -

**Subtotal**      \$ -

**8. Staff Development / Training:**

|    |                                  |             |
|----|----------------------------------|-------------|
| a. | Seminars, workshops, Other _____ | \$ 5,000.00 |
|----|----------------------------------|-------------|

**Subtotal**      \$ 5,000.00

**9. Media:**

*Media Specialist - Salary & Benefits :*

|    |   |   |                 |      |    |      |
|----|---|---|-----------------|------|----|------|
| a. | Number  | 0 | x Annual Salary | \$ - |    | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) |   |                 |      | 0% | \$ - |

*Librarian - Salary & Benefits :*

|    |   |   |                 |      |    |      |
|----|---|---|-----------------|------|----|------|
| c. | Number  | 0 | x Annual Salary | \$ - |    | \$ - |
| d. | Benefits (retirement, social security, insurance, etc.) |   |                 |      | 0% | \$ - |

e. Media - Materials and Supplies

\$ -

f. Media - Equipment

\$ -

**Subtotal**      \$ -

**Total Instructional Support - 6 through 9 above >**      \$ 5,000.00

**General Support:**

**10. Administrative Services - Salaries & Benefits :**

|    |   |   |                 |              |     |              |
|----|---|---|-----------------|--------------|-----|--------------|
| a. | Principal   | 1 | x Annual Salary | \$ 40,000.00 |     | \$ 40,000.00 |
| b. | Benefits (retirement, social security, insurance, etc.) |   |                 |              | 25% | \$ 10,000.00 |
| c. | Assistant Principal                                     | 0 | x Annual Salary | \$ -         |     | \$ -         |
| d. | Benefits (retirement, social security, insurance, etc.) |   |                 |              | 0%  | \$ -         |
| e. | Admin Assistant   | 1 | x Annual Salary | \$ 25,000.00 |     | \$ 25,000.00 |
| f. | Benefits (retirement, social security, insurance, etc.) |   |                 |              | 25% | \$ 6,250.00  |
| e. | Bookkeeper  | 0 | x Annual Salary | \$ -         |     | \$ -         |
| f. | Benefits (retirement, social security, insurance, etc.) |   |                 |              | 0%  | \$ -         |
| e. | Other: Executive Direct                                 | 1 | x Annual Salary | \$ 50,000.00 |     | \$ 50,000.00 |
| f. | Benefits (retirement, social security, insurance, etc.) |   |                 |              | 25% | \$ 12,500.00 |

**Subtotal**      \$ 143,750.00

**11. Office Expenses :**

|    |                                     |             |
|----|-------------------------------------|-------------|
| a. | Equipment / Furniture / Furnishings |             |
| b. | Repair and Maintenance              | \$ 5,000.00 |
| c. | Other _____                         | \$ -        |

**Subtotal**      \$ 5,000.00

**12. Telephone & Communication Services :**

|    |   |             |
|----|---|-------------|
| a. | Telephone / Communication Services ( monthly bills) | \$ 4,800.00 |
| b. | Equipment (including any training and installation) | \$ -        |
| c. | Other _____   | \$ -        |

**Subtotal**      \$ 4,800.00

**13. Mailing & Marketing :**

|    |                            |              |
|----|----------------------------|--------------|
| a. | Postage / Courier Services | \$ 10,000.00 |
| b. | Other _____                | \$ -         |

**Subtotal**      \$ 10,000.00

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**FY 2016 2017**

**General Support cont'd:**

|   |  |    |                     |
|---|--|----|---------------------|
| <b>14. Printing and Copying :</b>                   |  |    |                     |
| a.  | Materials and Supplies   | \$ | 5,000.00            |
| b.  | Equipment (Specify here: Purchase _____ or Lease _____ )                       | \$ | 2,400.00            |
| c.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 7,400.00</b>  |
| <b>15. Facilities :</b>                             |  |    |                     |
| a.  | Land / Land improvements   | \$ | -                   |
| b.  | Building (Specify here: Purchase _____ Lease-Purchase _____ Lease/Rent _____ ) | \$ | 96,000.00           |
| c.  | Leasehold Improvements   | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 96,000.00</b> |
| <b>16. Facility - Maintenance :</b>                 |  |    |                     |
| <i>Maintenance person - Salary &amp; Benefits :</i> |  |    |                     |
| a.  | Number _____ x Annual Salary \$ _____ -  | \$ | -                   |
| b.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ | -                   |
| c.  | Contracted Services  | \$ | -                   |
| d.  | Maintenance - Materials and Supplies   | \$ | -                   |
| e.  | Maintenance - Equipment  | \$ | -                   |
| f.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ -</b>         |
| <b>17. Custodial Services :</b>                     |  |    |                     |
| <i>Custodian's - Salary &amp; Benefits :</i>        |  |    |                     |
| a.  | Number _____ x Annual Salary _____   | \$ | -                   |
| b.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ | -                   |
| c.  | Contracted Services  | \$ | 12,000.00           |
| d.  | Cleaning Supplies  | \$ | 5,000.00            |
| e.  | Equipment  | \$ | -                   |
| f.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 17,000.00</b> |
| <b>18. Utilities :</b>                              |  |    |                     |
| a.  | Electricity / Water  | \$ | 12,000.00           |
| b.  | Gas  | \$ | -                   |
| c.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 12,000.00</b> |
| <b>19. Student Transportation :</b>                 |  |    |                     |
| a.  | Transportation Vehicle payments (Vans, Buses, etc.)                            |    |                     |
| b.  | Bus Driver's _____ 0 x Hourly Wage \$ _____ - x hrs/day x 180 _____ -          |    |                     |
| c.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ | -                   |
| d.  | Maintenance and Repairs  | \$ | -                   |
| e.  | Insurance  | \$ | -                   |
| f.  | Gas  | \$ | -                   |
| g.  | Other: Contractual Services  | \$ | 55,916.00           |
|   | <b>Subtotal</b>  |    | <b>\$ 55,916.00</b> |
| <b>20. Insurance :</b>                              |  |    |                     |
| a.  | Property and Casualty  | \$ | 1,745.56            |
| b.  | Liability  | \$ | 1,335.00            |
| c.  | Fidelity Bond  | \$ | 7,500.00            |
| d.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 10,580.56</b> |
| <b>21. Administrative Fees to the District :</b>    |  |    |                     |
| a.  | FEFP / Categorical Sources   | \$ | 37,104.75           |
| b.  | Federal Start-up / Continuation Grants   |    |                     |
| c.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 37,104.75</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**

FY 2016 2017

**General Support cont'd:**

**22. Professional Fees :**

|                                    |              |
|------------------------------------|--------------|
| a. Accounting Services             | \$ -         |
| b. Payroll Services                | \$ 1,920.00  |
| c. Auditing Services               | \$ -         |
| d. Legal Services                  | \$ -         |
| e. Educational Consulting Services | \$ -         |
| f. Other: Contract Services        | \$ 10,000.00 |

**Subtotal \$ 11,920.00**

**23. Food Services :**

*Food Servers - Salaries & Benefits :*

|  |      |
|--|------|
| a. Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ - |
| b. Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ - |

*Cafeteria Workers - Salaries & Benefits :*

|  |      |
|--|------|
| c. Number _____ x Annual Salary _____                            | \$ - |
| d. Benefits (retirement, social security, insurance, etc.) _____ | \$ - |

|  |              |
|--|--------------|
| e. Kitchen Equipment/Dining Room Furniture & Equipment | \$ -         |
| f. Food Purchases (for self-operated kitchen)          | \$ -         |
| g. Bottled Gas (for self-operated kitchen)             | \$ -         |
| h. consumable Items                                    | _____        |
| i. Kitchen/Dining Room supplies                        | _____        |
| j. Other - WinSnap Equipment and Installation          | _____        |
| k. Contracted Food Services                            | \$ 90,000.00 |
| l. Other - WinSnap Training                            | _____        |

**Subtotal \$ 90,000.00**

**24. Repayment of Debt :**

|              |       |
|--------------|-------|
| a. Principal | _____ |
| b. Interest  | _____ |

**Subtotal \$ -**

**25. Other Costs - not covered above :**

|                                   |             |
|-----------------------------------|-------------|
| a. Contingencies                  | \$ -        |
| b. Travel Expenses                | \$ -        |
| c. Conference, Dues and Fees      | \$ 6,073.21 |
| d. Other expenses - specify _____ | \$ -        |

**Subtotal \$ 6,073.21**

|   |                      |
|---|----------------------|
| <b>Total General Support - 10 through 25 above &gt;</b>     | <b>\$ 507,544.52</b> |
| <b>Total Instructional Support - 6 through 9 above &gt;</b> | <b>\$ 5,000.00</b>   |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>  | <b>\$ 341,692.47</b> |

**Total Estimated Expenditures > \$ 854,236.99**

Data from your Revenue Worksheets go here >>>>> | **Revenues > \$ 988,342.00**

**NOTES:** **Difference - Surplus / (Deficit) > \$ 134,105.01**

- 1 This budget format must not be changed. Details or line items may be added, but no line items may be deleted.
- 2 Attach Schedules and/or narratives, where applicable, to explain certain budget line items presented in the worksheets provided.

**Charter School Estimated Expenditure Worksheet**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**FY 2017 2018**

**Instruction:**

|   |  |   |   |   |              |              |   |  |                      |
|---|--|---|---|---|--------------|--------------|---|--|----------------------|
| <b>1. Instructional Services :</b>  |  |   |   |   |              |              |   |  |                      |
| <i>Basic Education Teachers - Salaries &amp; Benefits :</i>                                       |  |   |   |   |              |              |   |  |                      |
| a.  | Number   | 5 | x | Average Salary  | \$ 32,250.00 |              |   | \$   | 161,250.00           |
| b.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 25%          |              |   | \$   | 40,313.00            |
| <i>Basic Education Teacher Aides - Salaries &amp; Benefits :</i>                                  |  |   |   |   |              |              |   |  |                      |
| c.  | Number   | 0 | x | Average Salary  | \$ -         |              |   | \$   | -                    |
| d.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| <i>Exceptional Education (ESE) Teachers - Supplement :</i>  |  |   |   |   |              |              |   |  |                      |
| e.  | Number   | 1 | x | Supplement  | \$ 32,250.00 |              |   | \$   | 32,250.00            |
| f.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 25%          |              |   | \$   | 8,063.00             |
| <i>Exceptional Education (ESE) Teacher Aides - Salary &amp; Benefits :</i>                        |  |   |   |   |              |              |   |  |                      |
| g.  | Number   | 0 | x | Average Salary  | \$ -         |              |   | \$   | -                    |
| h.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| <i>Vocational/Other Education Teachers - Salaries &amp; Benefits :</i>                            |  |   |   |   |              |              |   |  |                      |
| i.  | Number   | 0 | x | Average Salary  | \$ -         |              |   | \$   | -                    |
| j.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ 241,876.00</b> |
| <i>Other Instructional Services :</i>   |  |   |   |   |              |              |   |  |                      |
| <i>Full-time :</i>  |  |   |   |   |              |              |   |  |                      |
| k.  | Art Teacher  | 0 | x | Annual Salary   | \$ -         |              |   | \$   | -                    |
| l.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| k.  | Music Teacher  | 0 | x | Annual Salary   | \$ -         |              |   | \$   | -                    |
| l.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| m.  | Other: Foreign Language  | 1 | x | Annual Salary   | \$ 21,770.00 |              |   | \$   | 21,770.00            |
| n.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 25%          |              |   | \$   | 5,443.00             |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ 27,213.00</b>  |
| <i>Part-time :</i>  |  |   |   |   |              |              |   |  |                      |
| o.  | Dance Teacher  | 0 | x | Hourly Wage   | \$ -         | x hours/week | - | \$   | -                    |
| p.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| q.  | Computer Teacher   | 0 | x | Hourly Wage   | \$ -         | x hours/week | - | \$   | -                    |
| r.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| s.  | Other _____  | 0 | x | Hourly Wage   | \$ -         | x hours/week | - | \$   | -                    |
| t.  |  |   |   | Benefits (retirement, social security, insurance, etc.) | 0%           |              |   | \$   | -                    |
| u.  | <i>Other Personnel (Substitute Teachers, which needs to include 7.65% for FICA)</i>        |   |   |   |              |              |   | \$   | 4,000.00             |
| v.  | <i>Contracted Exceptional Education Specialists</i>  |   |   |   |              |              |   | \$   | -                    |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ 4,000.00</b>   |
| <b>2. Instructional Materials &amp; Equipment :</b>   |  |   |   |   |              |              |   |  |                      |
| a.  | Instructional Materials (textbooks, workbooks, etc.)                                       |   |   |   |              |              |   | \$   | 29,662.27            |
| b.  | Intervention Curriculum  |   |   |   |              |              |   | \$   | 10,000.00            |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ 39,662.27</b>  |
| <b>3. Other Instructional Expenses :</b>  |  |   |   |   |              |              |   |  |                      |
| a.  | Classroom Supplies (Other than in # 2 above)   |   |   |   |              |              |   | \$   | -                    |
| b.  | AV equipment/Other Instructional Equipment   |   |   |   |              |              |   | \$   | -                    |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ -</b>          |
| <b>4. Technology :</b>  |  |   |   |   |              |              |   |  |                      |
| a.  | Computer Equipment (replacement if necessary)  |   |   |   |              |              |   | \$   | 20,000.00            |
| b.  | Student Information Management System (monthly fee @1.20 per student @108 x 12 months)     |   |   |   |              |              |   | \$   | 1,555.20             |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ 21,555.20</b>  |
| <b>5. Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary))</b> |  |   |   |   |              |              |   |  |                      |
| a.  | Desks, chairs, tables, and Equipment/Furniture/Furnishings other than Audio Visual and PCs |   |   |   |              |              |   | \$   | 10,000.00            |
|   |  |   |   |   |              |              |   | <b>Subtotal</b>  | <b>\$ 10,000.00</b>  |
|   |  |   |   |   |              |              |   | <b>Total Academic Instruction - 1 through 5 above &gt;</b> | <b>\$ 344,306.47</b> |



**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**

FY 2017 2018

**Instructional Support:**

**6. Pupil Personnel Services:**

*Coordinator / Counselor - Salary & Benefits :*

|    |   |          |   |               |             |                 |             |
|----|---|----------|---|---------------|-------------|-----------------|-------------|
| a. | Number  | <u>0</u> | x | Annual Salary | \$ <u>-</u> | \$ <u>-</u>     |             |
| b. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>0%</u>   | \$ <u>-</u>     |             |
|    |   |          |   |               |             | <b>Subtotal</b> | \$ <u>-</u> |

**7. Curriculum Development:**

*Curriculum Specialist / Writer's - Salaries & Benefits :*

|    |   |          |   |               |             |                 |             |
|----|---|----------|---|---------------|-------------|-----------------|-------------|
| a. | Number  | <u>0</u> | x | Annual Salary | \$ <u>-</u> | \$ <u>-</u>     |             |
| b. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>0%</u>   | \$ <u>-</u>     |             |
| c. | Curriculum Development - Materials and Supplies         |          |   |               |             | \$ <u>-</u>     |             |
| d. | Curriculum Development - Equipment                      |          |   |               |             | \$ <u>-</u>     |             |
|    |   |          |   |               |             | <b>Subtotal</b> | \$ <u>-</u> |

**8. Staff Development / Training:**

|    |                                  |  |  |  |  |                    |                    |
|----|----------------------------------|--|--|--|--|--------------------|--------------------|
| a. | Seminars, workshops, Other _____ |  |  |  |  | \$ <u>5,000.00</u> |                    |
|    |                                  |  |  |  |  | <b>Subtotal</b>    | \$ <u>5,000.00</u> |

**9. Media:**

*Media Specialist - Salary & Benefits :*

|    |   |          |   |               |             |             |  |
|----|---|----------|---|---------------|-------------|-------------|--|
| a. | Number  | <u>0</u> | x | Annual Salary | \$ <u>-</u> | \$ <u>-</u> |  |
| b. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>0%</u>   | \$ <u>-</u> |  |

*Librarian - Salary & Benefits :*

|    |   |          |   |               |             |                 |             |
|----|---|----------|---|---------------|-------------|-----------------|-------------|
| c. | Number  | <u>0</u> | x | Annual Salary | \$ <u>-</u> | \$ <u>-</u>     |             |
| d. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>0%</u>   | \$ <u>-</u>     |             |
| e. | Media - Materials and Supplies                          |          |   |               |             | \$ <u>-</u>     |             |
| f. | Media - Equipment                                       |          |   |               |             | \$ <u>-</u>     |             |
|    |   |          |   |               |             | <b>Subtotal</b> | \$ <u>-</u> |

**Total Instructional Support - 6 through 9 above > \$ 5,000.00**

**General Support:**

**10. Administrative Services - Salaries & Benefits :**

|    |   |          |   |               |                     |                     |                      |
|----|---|----------|---|---------------|---------------------|---------------------|----------------------|
| a. | <i>Principal</i>  | <u>1</u> | x | Annual Salary | \$ <u>40,000.00</u> | \$ <u>40,000.00</u> |                      |
| b. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>25%</u>          | \$ <u>10,000.00</u> |                      |
| c. | <i>Assistant Principal</i>                              | <u>0</u> | x | Annual Salary | \$ <u>-</u>         | \$ <u>-</u>         |                      |
| d. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>0%</u>           | \$ <u>-</u>         |                      |
| e. | <i>Admin Assistant</i>                                  | <u>1</u> | x | Annual Salary | \$ <u>25,000.00</u> | \$ <u>25,000.00</u> |                      |
| f. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>25%</u>          | \$ <u>6,250.00</u>  |                      |
| e. | <i>Bookkeeper</i>                                       | <u>0</u> | x | Annual Salary | \$ <u>-</u>         | \$ <u>-</u>         |                      |
| f. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>0%</u>           | \$ <u>-</u>         |                      |
| e. | <i>Other: Executive Director</i>                        | <u>1</u> | x | Annual Salary | \$ <u>50,000.00</u> | \$ <u>50,000.00</u> |                      |
| f. | Benefits (retirement, social security, insurance, etc.) |          |   |               | <u>25%</u>          | \$ <u>12,500.00</u> |                      |
|    |   |          |   |               |                     | <b>Subtotal</b>     | \$ <u>143,750.00</u> |

**11. Office Expenses :**

|    |                                     |  |  |  |  |                     |                     |
|----|-------------------------------------|--|--|--|--|---------------------|---------------------|
| a. | Equipment / Furniture / Furnishings |  |  |  |  | \$ <u>10,000.00</u> |                     |
| b. | Repair and Maintenance              |  |  |  |  | \$ <u>-</u>         |                     |
| c. | Other _____                         |  |  |  |  | \$ <u>-</u>         |                     |
|    |                                     |  |  |  |  | <b>Subtotal</b>     | \$ <u>10,000.00</u> |

**12. Telephone & Communication Services :**

|    |   |  |  |  |  |                    |                    |
|----|---|--|--|--|--|--------------------|--------------------|
| a. | Telephone / Communication Services ( monthly bills) |  |  |  |  | \$ <u>4,800.00</u> |                    |
| b. | Equipment (including any training and installation) |  |  |  |  | \$ <u>-</u>        |                    |
| c. | Other _____   |  |  |  |  | \$ <u>-</u>        |                    |
|    |   |  |  |  |  | <b>Subtotal</b>    | \$ <u>4,800.00</u> |

**13. Mailing & Marketing :**

|    |                            |  |  |  |  |                     |                     |
|----|----------------------------|--|--|--|--|---------------------|---------------------|
| a. | Postage / Courier Services |  |  |  |  | \$ <u>10,000.00</u> |                     |
| b. | Other _____                |  |  |  |  | \$ <u>-</u>         |                     |
|    |                            |  |  |  |  | <b>Subtotal</b>     | \$ <u>10,000.00</u> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School**  
**FY 2017 2018**

**General Support cont'd:**

|            |   |           |                  |
|------------|---|-----------|------------------|
| <b>14.</b> | <i>Printing and Copying :</i>   |           |                  |
| a.         | Materials and Supplies  | \$        | 5,000.00         |
| b.         | Equipment (Specify here: Purchase ____ or Lease ____ )                      | \$        | 2,400.00         |
| c.         | Other _____   | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>7,400.00</b>  |
| <b>15.</b> | <i>Facilities :</i>   |           |                  |
| a.         | Land / Land improvements  | \$        | -                |
| b.         | Building (Specify here: Purchase ____ Lease-Purchase ____ Lease/Rent ____ ) | \$        | 96,000.00        |
| c.         | Leasehold Improvements  | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>96,000.00</b> |
| <b>16.</b> | <i>Facility - Maintenance :</i>   |           |                  |
|            | <i>Maintenance person - Salary &amp; Benefits :</i>                         |           |                  |
| a.         | Number <u>0</u> x Annual Salary \$ <u>-</u>                                 | \$        | -                |
| b.         | Benefits (retirement, social security, insurance, etc.) <u>0%</u>           | \$        | -                |
| c.         | Contracted Services   | \$        | -                |
| d.         | Maintenance - Materials and Supplies  | \$        | -                |
| e.         | Maintenance - Equipment   | \$        | -                |
| f.         | Other _____   | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>-</b>         |
| <b>17.</b> | <i>Custodial Services :</i>   |           |                  |
|            | <i>Custodian's - Salary &amp; Benefits :</i>                                |           |                  |
| a.         | Number <u>0</u> x Annual Salary \$ <u>-</u>                                 | \$        | -                |
| b.         | Benefits (retirement, social security, insurance, etc.) <u>0%</u>           | \$        | -                |
| c.         | Contracted Services   | \$        | 12,000.00        |
| d.         | Cleaning Supplies   | \$        | 5,000.00         |
| e.         | Equipment   | \$        | -                |
| f.         | Other _____   | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>17,000.00</b> |
| <b>18.</b> | <i>Utilities :</i>  |           |                  |
| a.         | Electricity / Water   | \$        | 12,000.00        |
| b.         | Gas   | \$        | -                |
| c.         | Other _____   | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>12,000.00</b> |
| <b>19.</b> | <i>Student Transportation :</i>   |           |                  |
| a.         | Transportation Vehicle payments (Vans, Buses, etc.)                         |           |                  |
| b.         | Bus Driver's <u>0</u> x Hourly Wage \$ <u>-</u> x hrs/day x 180             | \$        | -                |
| c.         | Benefits (retirement, social security, insurance, etc.) <u>0%</u>           | \$        | -                |
| d.         | Maintenance and Repairs   | \$        | -                |
| e.         | Insurance   | \$        | -                |
| f.         | Gas   | \$        | -                |
| g.         | Other: Contratual Transportation  | \$        | 55,916.00        |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>55,916.00</b> |
| <b>20.</b> | <i>Insurance :</i>  |           |                  |
| a.         | Property and Casualty   | \$        | 1,745.56         |
| b.         | Liability   | \$        | 1,335.00         |
| c.         | Fidelity Bond   | \$        | 7,500.00         |
| d.         | Other _____   | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>10,580.56</b> |
| <b>21.</b> | <i>Administrative Fees to the District :</i>                                |           |                  |
| a.         | FEFP / Categorical Sources  | \$        | 37,104.75        |
| b.         | Federal Start-up / Continuation Grants                                      | \$        | -                |
| c.         | Other _____   | \$        | -                |
|            | <b>Subtotal</b>   | <b>\$</b> | <b>37,104.75</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**FY 2017 2018**

**General Support cont'd:**

|  |  |   |                      |
|--|--|---|----------------------|
| <b>22. Professional Fees :</b>                                       |  |   |                      |
| a. Accounting Services   |  | \$  | -                    |
| b. Payroll Services  |  | \$  | 1,920.00             |
| c. Auditing Services   |  |   |                      |
| d. Legal Services  |  | \$  | -                    |
| e. Educational Consulting Services                                   |  | \$  | -                    |
| f. Other: Contractual Services                                       |  | \$  | 10,000.00            |
|  |  | <b>Subtotal</b>   | <b>\$ 11,920.00</b>  |
| <b>23. Food Services :</b>   |  |   |                      |
| <i>Food Servers - Salaries &amp; Benefits :</i>                      |  |   |                      |
| a. Number <u>0</u> x Annual Salary <u>\$ -</u>                       |  | \$  | -                    |
| b. Benefits (retirement, social security, insurance, etc.) <u>0%</u> |  | \$  | -                    |
| <i>Cafeteria Workers - Salaries &amp; Benefits :</i>                 |  |   |                      |
| c. Number <u>0</u> x Annual Salary <u>\$ -</u>                       |  | \$  | -                    |
| d. Benefits (retirement, social security, insurance, etc.) <u>0%</u> |  | \$  | -                    |
| e. Kitchen Equipment/Dining Room Furniture & Equipment               |  | \$  | -                    |
| f. Food Purchases (for self-operated kitchen)                        |  | \$  | -                    |
| g. Bottled Gas (for self-operated kitchen)                           |  | \$  | -                    |
| h. Kitchen/Dining Room supplies                                      |  | \$  | -                    |
| i. Other - WinSnap Equipment and Installation                        |  | \$  | -                    |
| j. Other : Contracted Food Services                                  |  | \$  | 90,000.00            |
|  |  | <b>Subtotal</b>   | <b>\$ 90,000.00</b>  |
| <b>24. Repayment of Debt :</b>                                       |  |   |                      |
| a. Principal   |  | \$  | -                    |
| b. Interest  |  | \$  | -                    |
|  |  | <b>Subtotal</b>   | <b>\$ -</b>          |
| <b>25. Other Costs - not covered above :</b>                         |  |   |                      |
| a. Contingencies   |  | \$  | -                    |
| b. Travel Expenses   |  | \$  | -                    |
| c. Conference, Dues and Fees   |  | \$  | 6,073.21             |
| d. Other expenses - specify _____                                    |  | \$  | -                    |
|  |  | <b>Subtotal</b>   | <b>\$ 6,073.21</b>   |
|  |  | <b>Total General Support - 10 through 25 above &gt;</b>     | <b>\$ 512,544.52</b> |
|  |  | <b>Total Instructional Support - 6 through 9 above &gt;</b> | <b>\$ 5,000.00</b>   |
|  |  | <b>Total Academic Instruction - 1 through 5 above &gt;</b>  | <b>\$ 344,306.47</b> |
|  |  | <b>Total Estimated Expenditures &gt;</b>                    | <b>\$ 861,850.99</b> |
|  |  | <b>Total Estimated Revenues &gt;</b>                        | <b>#####</b>         |
|  |  | <b>Difference - Surplus / (Deficit) &gt;</b>                | <b>\$ 260,597.01</b> |

Data from your Revenue Worksheets go here >>>>

**NOTES:**

- 1 This budget format must **not** be changed. Details or line items may be added, but no line items may be deleted.
- 2 Attach Schedules and/or narratives, where applicable, to explain certain budget line items presented in the worksheets provided.

**Charter School Estimated Expenditure Worksheet**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
 FY 2018 2019

**Instruction:**

|  |  |                 |                      |
|--|--|-----------------|----------------------|
| <b>1. Instructional Services :</b>   |  |                 |                      |
| <i>Basic Education Teachers - Salaries &amp; Benefits :</i>                                      |  |                 |                      |
| a.   | Number <u>5</u> x Average Salary <u>\$ 32,500.00</u>                                       |                 | \$ 162,500.00        |
| b.   |  | <u>25%</u>      | \$ 40,625.00         |
| <i>Basic Education Teacher Aides - Salaries &amp; Benefits :</i>                                 |  |                 |                      |
| c.   | Number <u>0</u> x Average Salary <u>\$ -</u>   |                 | \$ -                 |
| d.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| <i>Exceptional Education (ESE) Teachers - Supplement :</i>                                       |  |                 |                      |
| e.   | Number <u>1</u> x Supplement <u>\$ 32,500.00</u>   |                 | \$ 32,500.00         |
| f.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>25%</u>      | \$ 8,125.00          |
| <i>Exceptional Education (ESE) Teacher Aides - Salary &amp; Benefits :</i>                       |  |                 |                      |
| g.   | Number <u>0</u> x Average Salary <u>\$ -</u>   |                 | \$ -                 |
| h.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| i.   | Number <u>0</u> x Average Salary <u>\$ -</u>   |                 | \$ -                 |
| j.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
|  |  | <b>Subtotal</b> | <b>\$ 243,750.00</b> |
| <i>Other Instructional Services :</i>  |  |                 |                      |
| <i>Full-time :</i>   |  |                 |                      |
| k.   | Art Teacher <u>0</u> x Annual Salary <u>\$ -</u>   |                 | \$ -                 |
| l.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| k.   | Music Teacher <u>0</u> x Annual Salary <u>\$ -</u>   |                 | \$ -                 |
| l.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| m.   | Other: Foreign Language <u>1</u> x Annual Salary <u>\$ 22,360.00</u>                       |                 | \$ 22,360.00         |
| n.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>25%</u>      | \$ 5,590.00          |
|  |  | <b>Subtotal</b> | <b>\$ 27,950.00</b>  |
| <i>Part-time :</i>   |  |                 |                      |
| o.   | Dance Teacher <u>0</u> x Hourly Wage <u>\$ -</u> x hours/week                              | <u>-</u>        | \$ -                 |
| p.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| q.   | Computer Teacher <u>0</u> x Hourly Wage <u>\$ -</u> x hours/week                           | <u>-</u>        | \$ -                 |
| r.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| s.   | Other <u>0</u> x Hourly Wage <u>\$ -</u> x hours/week                                      | <u>-</u>        | \$ -                 |
| t.   | Benefits (retirement, social security, insurance, etc.)                                    | <u>0%</u>       | \$ -                 |
| u.   | Other Personnel (Substitute Teachers, which needs to include 7.65% for FICA)               |                 | \$ 4,000.00          |
| v.   | Contracted Exceptional Education Specialists   |                 | \$ -                 |
|  |  | <b>Subtotal</b> | <b>\$ 4,000.00</b>   |
| <b>2. Instructional Materials &amp; Equipment :</b>  |  |                 |                      |
| a.   | Instructional Materials (textbooks, workbooks, etc.)                                       |                 | \$ 29,662.27         |
| b.   | Intervention Curriculum  |                 | \$ 10,000.00         |
|  |  | <b>Subtotal</b> | <b>\$ 39,662.27</b>  |
| <b>3. Other Instructional Expenses :</b>   |  |                 |                      |
| a.   | Classroom Supplies (Other than in # 2 above)   |                 | \$ -                 |
| b.   | AV equipment/Other Instructional Equipment   |                 | \$ -                 |
|  |  | <b>Subtotal</b> | <b>\$ -</b>          |
| <b>4. Technology :</b>   |  |                 |                      |
| a.   | Computer Equipment (replacement if necessary)  |                 | \$ 10,000.00         |
| b.   | Student Information Management System (monthly fee@ 1.20 per student @108 x 12 months)     |                 | \$ 1,555.20          |
|  |  | <b>Subtotal</b> | <b>\$ 11,555.20</b>  |
| <b>5. Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary)</b> |  |                 |                      |
| a.   | Desks, chairs, tables, and Equipment/Furniture/Furnishings other than Audio Visual and PCs |                 | \$ 10,000.00         |
|  |  | <b>Subtotal</b> | <b>\$ 10,000.00</b>  |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>                                       |  |                 | <b>\$ 336,917.47</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**FY 2018 2019**

**Instructional Support:**

**6. Pupil Personnel Services:**

*Coordinator / Counselor - Salary & Benefits :*

|    |   |          |                 |      |      |
|----|---|----------|-----------------|------|------|
| a. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ - |

**Subtotal**      \$ -

**7. Curriculum Development:**

*Curriculum Specialist / Writer's - Salaries & Benefits :*

|    |   |          |                 |      |      |
|----|---|----------|-----------------|------|------|
| a. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ - |

\$ -

c. Curriculum Development - Materials and Supplies

\$ -

d. Curriculum Development - Equipment

\$ -

**Subtotal**      \$ -

**8. Staff Development / Training:**

|    |                            |       |  |             |
|----|----------------------------|-------|--|-------------|
| a. | Seminars, workshops, Other | _____ |  | \$ 5,000.00 |
|----|----------------------------|-------|--|-------------|

**Subtotal**      \$ 5,000.00

**9. Media:**

*Media Specialist - Salary & Benefits :*

|    |   |          |                 |      |      |
|----|---|----------|-----------------|------|------|
| a. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ - |
| b. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ - |

*Librarian - Salary & Benefits :*

|    |   |          |                 |      |      |
|----|---|----------|-----------------|------|------|
| c. | Number  | <u>0</u> | x Annual Salary | \$ - | \$ - |
| d. | Benefits (retirement, social security, insurance, etc.) <u>0%</u> |          |                 |      | \$ - |

\$ -

e. Media - Materials and Supplies

\$ -

f. Media - Equipment

\$ -

**Subtotal**      \$ -

**Total Instructional Support - 6 through 9 above >**      \$ 5,000.00

**General Support:**

**10. Administrative Services - Salaries & Benefits :**

|    |  |          |                 |              |              |
|----|--|----------|-----------------|--------------|--------------|
| a. | Principal  | <u>1</u> | x Annual Salary | \$ 40,000.00 | \$ 40,000.00 |
| b. | Benefits (retirement, social security, insurance, etc.) <u>25%</u> |          |                 |              | \$ 10,000.00 |
| c. | Assistant Principal  | <u>0</u> | x Annual Salary | \$ -         | \$ -         |
| d. | Benefits (retirement, social security, insurance, etc.) <u>0%</u>  |          |                 |              | \$ -         |
| e. | Admin Assistant  | <u>1</u> | x Annual Salary | \$ 25,000.00 | \$ 25,000.00 |
| f. | Benefits (retirement, social security, insurance, etc.) <u>25%</u> |          |                 |              | \$ 6,250.00  |
| e. | Bookkeeper   | <u>0</u> | x Annual Salary | \$ -         | \$ -         |
| f. | Benefits (retirement, social security, insurance, etc.) <u>0%</u>  |          |                 |              | \$ -         |
| e. | Other: Executive Direct  | <u>1</u> | x Annual Salary | \$ 50,000.00 | \$ 50,000.00 |
| f. | Benefits (retirement, social security, insurance, etc.) <u>25%</u> |          |                 |              | \$ 12,500.00 |

**Subtotal**      \$ 143,750.00

**11. Office Expenses :**

|    |                                     |       |  |             |
|----|-------------------------------------|-------|--|-------------|
| a. | Equipment / Furniture / Furnishings | _____ |  |             |
| b. | Repair and Maintenance              | _____ |  |             |
| c. | Other                               | _____ |  | \$ 5,000.00 |

**Subtotal**      \$ 5,000.00

**12. Telephone & Communication Services :**

|    |   |       |  |             |
|----|---|-------|--|-------------|
| a. | Telephone / Communication Services ( monthly bills) |       |  | \$ 4,800.00 |
| b. | Equipment (including any training and installation) |       |  | \$ -        |
| c. | Other   | _____ |  | \$ -        |

**Subtotal**      \$ 4,800.00

**13. Mailing & Marketing :**

|    |                            |       |  |              |
|----|----------------------------|-------|--|--------------|
| a. | Postage / Courier Services |       |  | \$ 10,000.00 |
| b. | Other                      | _____ |  | \$ -         |

**Subtotal**      \$ 10,000.00

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**FY 2018 2019**

**General Support cont'd:**

|   |  |    |                     |
|---|--|----|---------------------|
| <b>14. Printing and Copying :</b>                   |  |    |                     |
| a.  | Materials and Supplies   | \$ | 5,000.00            |
| b.  | Equipment (Specify here: Purchase _____ or Lease _____ )                       | \$ | 2,400.00            |
| c.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 7,400.00</b>  |
| <b>15. Facilities :</b>                             |  |    |                     |
| a.  | Land / Land improvements   | \$ | -                   |
| b.  | Building (Specify here: Purchase _____ Lease-Purchase _____ Lease/Rent _____ ) | \$ | 96,000.00           |
| c.  | Leasehold Improvements   | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 96,000.00</b> |
| <b>16. Facility - Maintenance :</b>                 |  |    |                     |
| <i>Maintenance person - Salary &amp; Benefits :</i> |  |    |                     |
| a.  | Number _____ x Annual Salary \$ _____  | \$ | -                   |
| b.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ | -                   |
| c.  | Contracted Services  | \$ | -                   |
| d.  | Maintenance - Materials and Supplies   | \$ | -                   |
| e.  | Maintenance - Equipment  | \$ | -                   |
| f.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ -</b>         |
| <b>17. Custodial Services :</b>                     |  |    |                     |
| <i>Custodian's - Salary &amp; Benefits :</i>        |  |    |                     |
| a.  | Number _____ x Annual Salary _____   | \$ | -                   |
| b.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ | -                   |
| c.  | Contracted Services  | \$ | 12,000.00           |
| d.  | Cleaning Supplies  | \$ | 5,000.00            |
| e.  | Equipment  | \$ | -                   |
| f.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 17,000.00</b> |
| <b>18. Utilities :</b>                              |  |    |                     |
| a.  | Electricity / Water  | \$ | 12,000.00           |
| b.  | Gas  | \$ | -                   |
| c.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 12,000.00</b> |
| <b>19. Student Transportation :</b>                 |  |    |                     |
| a.  | Transportation Vehicle payments (Vans, Buses, etc.)                            |    |                     |
| b.  | Bus Driver's _____ 0 x Hourly Wage \$ _____ x hrs/day x 180 _____              |    |                     |
| c.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ | -                   |
| d.  | Maintenance and Repairs  | \$ | -                   |
| e.  | Insurance  | \$ | -                   |
| f.  | Gas  | \$ | -                   |
| g.  | Other: Contractual Services  | \$ | 55,916.00           |
|   | <b>Subtotal</b>  |    | <b>\$ 55,916.00</b> |
| <b>20. Insurance :</b>                              |  |    |                     |
| a.  | Property and Casualty  | \$ | 1,745.56            |
| b.  | Liability  | \$ | 1,335.00            |
| c.  | Fidelity Bond  | \$ | 7,500.00            |
| d.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 10,580.56</b> |
| <b>21. Administrative Fees to the District :</b>    |  |    |                     |
| a.  | FEFP / Categorical Sources   | \$ | 37,104.75           |
| b.  | Federal Start-up / Continuation Grants   | \$ | -                   |
| c.  | Other _____  | \$ | -                   |
|   | <b>Subtotal</b>  |    | <b>\$ 37,104.75</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**

FY 2018 2019

**General Support cont'd:**

**22. Professional Fees :**

|                                    |              |
|------------------------------------|--------------|
| a. Accounting Services             | \$ -         |
| b. Payroll Services                | \$ 1,920.00  |
| c. Auditing Services               | \$ -         |
| d. Legal Services                  | \$ -         |
| e. Educational Consulting Services | \$ -         |
| f. Other: Contract Services        | \$ 10,000.00 |

**Subtotal \$ 11,920.00**

**23. Food Services :**

*Food Servers - Salaries & Benefits :*

|  |      |
|--|------|
| a. Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ - |
| b. Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ - |

*Cafeteria Workers - Salaries & Benefits :*

|  |              |
|--|--------------|
| c. Number _____ x Annual Salary _____                            | \$ -         |
| d. Benefits (retirement, social security, insurance, etc.) _____ | \$ -         |
| e. Kitchen Equipment/Dining Room Furniture & Equipment           | \$ -         |
| f. Food Purchases (for self-operated kitchen)                    | \$ -         |
| g. Bottled Gas (for self-operated kitchen)                       | \$ -         |
| h. consumable Items  | \$ -         |
| i. Kitchen/Dining Room supplies                                  | \$ -         |
| j. Other - WinSnap Equipment and Installation                    | \$ -         |
| k. Contracted Food Services                                      | \$ 90,000.00 |
| l. Other - WinSnap Training                                      | \$ -         |

**Subtotal \$ 90,000.00**

**24. Repayment of Debt :**

|              |      |
|--------------|------|
| a. Principal | \$ - |
| b. Interest  | \$ - |

**Subtotal \$ -**

**25. Other Costs - not covered above :**

|                                   |             |
|-----------------------------------|-------------|
| a. Contingencies                  | \$ -        |
| b. Travel Expenses                | \$ -        |
| c. Conference, Dues and Fees      | \$ 6,073.21 |
| d. Other expenses - specify _____ | \$ -        |

**Subtotal \$ 6,073.21**

|   |                      |
|---|----------------------|
| <b>Total General Support - 10 through 25 above &gt;</b>     | <b>\$ 507,544.52</b> |
| <b>Total Instructional Support - 6 through 9 above &gt;</b> | <b>\$ 5,000.00</b>   |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>  | <b>\$ 336,917.47</b> |

**Total Estimated Expenditures >**

Data from your Revenue Worksheets go here >>>>> | **Revenues >**

**NOTES:** **Difference - Surplus / (Deficit) >**

- This budget format must not be changed. Details or line items may be added, but no line items may be deleted.
- Attach Schedules and/or narratives, where applicable, to explain certain budget line items presented in the worksheets provided.

\$ 849,461.99  
#####  
\$ 533,585.01

# Appendix G



**Charter School Estimated Expenditure Worksheet**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**Start Up 2013-FY 2014**

**Instruction:**

|  |  |    |                     |
|--|--|----|---------------------|
| <b>1. Instructional Services :</b>   |  |    |                     |
| <i>Basic Education Teachers - Salaries &amp; Benefits :</i>                |  |    |                     |
| a.   | Number _____ x Average Salary _____  | \$ | -                   |
| b.   | Benefits (retirement, social security, insurance, etc.) _____                              | \$ | -                   |
| <i>Basic Education Teacher Aides - Salaries &amp; Benefits :</i>           |  |    |                     |
| c.   | Number <u>0</u> x Average Salary \$ -  | \$ | -                   |
| d.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| <i>Exceptional Education (ESE) Teachers - Supplement :</i>                 |  |    |                     |
| e.   | Number _____ x Supplement _____  | \$ | -                   |
| f.   | Benefits (retirement, social security, insurance, etc.) _____                              | \$ | -                   |
| <i>Exceptional Education (ESE) Teacher Aides - Salary &amp; Benefits :</i> |  |    |                     |
| g.   | Number <u>0</u> x Average Salary \$ -  | \$ | -                   |
| h.   | Benefits (retirement, social security, insurance, etc.) _____                              | \$ | -                   |
| i.   | Number <u>0</u> x Average Salary \$ -  | \$ | -                   |
| j.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| <b>Subtotal</b>  |  |    | <b>\$ -</b>         |
| <i>Other Instructional Services :</i>                                      |  |    |                     |
| <i>Full-time :</i>   |  |    |                     |
| k.   | Art Teacher <u>0</u> x Annual Salary \$ -  | \$ | -                   |
| l.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| k.   | Music Teacher <u>0</u> x Annual Salary \$ -  | \$ | -                   |
| l.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| m.   | Other: Foreign Language _____ x Annual Salary _____  | \$ | -                   |
| n.   | Benefits (retirement, social security, insurance, etc.) <u>25%</u>                         | \$ | -                   |
| <b>Subtotal</b>  |  |    | <b>\$ -</b>         |
| <i>Part-time :</i>   |  |    |                     |
| o.   | Dance Teacher <u>0</u> x Hourly Wage \$ - x hours/week _____                               | \$ | -                   |
| p.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| q.   | Computer Teacher <u>0</u> x Hourly Wage \$ - x hours/week _____                            | \$ | -                   |
| r.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| s.   | Other _____ <u>0</u> x Hourly Wage \$ - x hours/week _____                                 | \$ | -                   |
| t.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u>                          | \$ | -                   |
| u.   | Other Personnel (Substitute Teachers, which needs to include 7.65% for FICA)               | \$ | -                   |
| v.   | Contracted Exceptional Education Specialists   | \$ | -                   |
| <b>Subtotal</b>  |  |    | <b>\$ -</b>         |
| <b>2. Instructional Materials &amp; Equipment :</b>                        |  |    |                     |
| a.   | Instructional Materials (textbooks, workbooks, etc.)                                       | \$ | 29,662.27           |
| b.   | Intervention Curriculum  | \$ | -                   |
| <b>Subtotal</b>  |  |    | <b>\$ 29,662.27</b> |
| <b>3. Other Instructional Expenses :</b>                                   |  |    |                     |
| a.   | Classroom Supplies (Other than in # 2 above)   | \$ | -                   |
| b.   | AV equipment/Other Instructional Equipment   | \$ | -                   |
| <b>Subtotal</b>  |  |    | <b>\$ -</b>         |
| <b>4. Technology :</b>   |  |    |                     |
| a.   | Computer Equipment (start up)  | \$ | 20,325.00           |
| b.   | Student Information Management System (monthly fee@ 1.20 per student @108 x 12 months)     | \$ | 1,389.00            |
| <b>Subtotal</b>  |  |    | <b>\$ 21,714.00</b> |
| <b>5. Classroom/Vocational Equipment (Desks, chairs, tables, etc.)</b>     |  |    |                     |
| a.   | Desks, chairs, tables, and Equipment/Furniture/Furnishings other than Audio Visual and PCs | \$ | -                   |
| <b>Subtotal</b>  |  |    | <b>\$ -</b>         |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>                 |  |    | <b>\$ 51,376.27</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**Start Up 2013-FY 2014**

**Instructional Support:**

|   |   |                 |                    |
|---|---|-----------------|--------------------|
| <b>6. Pupil Personnel Services:</b>                                 |   |                 |                    |
| <i>Coordinator / Counselor - Salary &amp; Benefits :</i>            |   |                 |                    |
| a.  | Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ -            |                    |
| b.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ -            |                    |
|   |   | <b>Subtotal</b> | <b>\$ -</b>        |
| <b>7. Curriculum Development:</b>                                   |   |                 |                    |
| <i>Curriculum Specialist / Writer's - Salaries &amp; Benefits :</i> |   |                 |                    |
| a.  | Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ -            |                    |
| b.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ -            |                    |
| c.  | Curriculum Development - Materials and Supplies                   | \$ -            |                    |
| d.  | Curriculum Development - Equipment                                | \$ -            |                    |
|   |   | <b>Subtotal</b> | <b>\$ -</b>        |
| <b>8. Staff Development / Training:</b>                             |   |                 |                    |
| a.  | Seminars, workshops, Other _____                                  | \$ 1,000.00     |                    |
|   |   | <b>Subtotal</b> | <b>\$ 1,000.00</b> |
| <b>9. Media:</b>  |   |                 |                    |
| <i>Media Specialist - Salary &amp; Benefits :</i>                   |   |                 |                    |
| a.  | Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ -            |                    |
| b.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ -            |                    |
| <i>Librarian - Salary &amp; Benefits :</i>                          |   |                 |                    |
| c.  | Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ -            |                    |
| d.  | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ -            |                    |
| e.  | Media - Materials and Supplies                                    | \$ -            |                    |
| f.  | Media - Equipment   | \$ -            |                    |
|   |   | <b>Subtotal</b> | <b>\$ -</b>        |
|   | <b>Total Instructional Support - 6 through 9 above &gt;</b>       |                 | <b>\$ 1,000.00</b> |

**General Support:**

|  |   |                 |                    |
|--|---|-----------------|--------------------|
| <b>10. Administrative Services - Salaries &amp; Benefits :</b> |   |                 |                    |
| a.   | <i>Principal</i> _____ x Annual Salary _____                      | \$ -            |                    |
| b.   | Benefits (retirement, social security, insurance, etc.) _____     | \$ -            |                    |
| c.   | <i>Assistant Principal</i> <u>0</u> x Annual Salary \$ <u>-</u>   | \$ -            |                    |
| d.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ -            |                    |
| e.   | <i>Admin Assistant</i> _____ x Annual Salary _____                | \$ -            |                    |
| f.   | Benefits (retirement, social security, insurance, etc.) _____     | \$ -            |                    |
| e.   | <i>Bookkeeper</i> <u>0</u> x Annual Salary \$ <u>-</u>            | \$ -            |                    |
| f.   | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ -            |                    |
| e.   | <i>Other: Executive Director</i> _____ x Annual Salary _____      | \$ -            |                    |
| f.   | Benefits (retirement, social security, insurance, etc.) _____     | \$ -            |                    |
|  |   | <b>Subtotal</b> | <b>\$ -</b>        |
| <b>11. Office Expenses :</b>                                   |   |                 |                    |
| a.   | Equipment / Furniture / Furnishings                               |                 |                    |
| b.   | Repair and Maintenance  | \$ 5,000.00     |                    |
| c.   | Other _____   | \$ -            |                    |
|  |   | <b>Subtotal</b> | <b>\$ 5,000.00</b> |
| <b>12. Telephone &amp; Communication Services :</b>            |   |                 |                    |
| a.   | Telephone / Communication Services ( monthly bills)               | \$ 1,200.00     |                    |
| b.   | Equipment (including any training and installation)               | \$ -            |                    |
| c.   | Other _____   | \$ -            |                    |
|  |   | <b>Subtotal</b> | <b>\$ 1,200.00</b> |
| <b>13. Mailing &amp; Marketing :</b>                           |   |                 |                    |
| a.   | Postage / Courier Services  | \$ 5,000.00     |                    |
| b.   | Other _____   |                 |                    |
|  |   | <b>Subtotal</b> | <b>\$ 5,000.00</b> |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Galloway Academy Foreign Language Immersion Charter School (UFTE Enrollment Cap @ 108)**  
**Start Up 2013-FY 2014**

**General Support cont'd:**

|   |  |              |                     |
|---|--|--------------|---------------------|
| <b>14. Printing and Copying :</b>                   |  |              |                     |
| a.  | Materials and Supplies   | \$ 5,000.00  |                     |
| b.  | Equipment (Specify here: Purchase _____ or Lease _____ )                       | \$ 2,400.00  |                     |
| c.  | Other _____  |              |                     |
|   | <b>Subtotal</b>  |              | <b>\$ 7,400.00</b>  |
| <b>15. Facilities :</b>                             |  |              |                     |
| a.  | Land / Land improvements   | \$ -         |                     |
| b.  | Building (Specify here: Purchase _____ Lease-Purchase _____ Lease/Rent _____ ) | \$ 24,000.00 |                     |
| c.  | Leasehold Improvements   | \$ -         |                     |
|   | <b>Subtotal</b>  |              | <b>\$ 24,000.00</b> |
| <b>16. Facility - Maintenance :</b>                 |  |              |                     |
| <i>Maintenance person - Salary &amp; Benefits :</i> |  |              |                     |
| a.  | Number _____ x Annual Salary \$ -  | \$ -         |                     |
| b.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ -         |                     |
| c.  | Contracted Services  |              |                     |
| d.  | Maintenance - Materials and Supplies   | \$ -         |                     |
| e.  | Maintenance - Equipment  | \$ -         |                     |
| f.  | Other _____  | \$ -         |                     |
|   | <b>Subtotal</b>  |              | <b>\$ -</b>         |
| <b>17. Custodial Services :</b>                     |  |              |                     |
| <i>Custodian's - Salary &amp; Benefits :</i>        |  |              |                     |
| a.  | Number _____ x Annual Salary _____   |              |                     |
| b.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ -         |                     |
| c.  | Contracted Services  |              |                     |
| d.  | Cleaning Supplies  |              |                     |
| e.  | Equipment  | \$ -         |                     |
| f.  | Other _____  | \$ -         |                     |
|   | <b>Subtotal</b>  |              | <b>\$ -</b>         |
| <b>18. Utilities :</b>                              |  |              |                     |
| a.  | Electricity / Water  | \$ 3,000.00  |                     |
| b.  | Gas  | \$ -         |                     |
| c.  | Other _____  | \$ -         |                     |
|   | <b>Subtotal</b>  |              | <b>\$ 3,000.00</b>  |
| <b>19. Student Transportation :</b>                 |  |              |                     |
| a.  | Transportation Vehicle payments (Vans, Buses, etc.)                            |              |                     |
| b.  | Bus Driver's _____ 0 x Hourly Wage \$ - x hrs/day x 180 _____ -                |              |                     |
| c.  | Benefits (retirement, social security, insurance, etc.) _____ 0%               | \$ -         |                     |
| d.  | Maintenance and Repairs  | \$ -         |                     |
| e.  | Insurance  | \$ -         |                     |
| f.  | Gas  | \$ -         |                     |
| g.  | Other: Contractual Services  |              |                     |
|   | <b>Subtotal</b>  |              | <b>\$ -</b>         |
| <b>20. Insurance :</b>                              |  |              |                     |
| a.  | Property and Casualty  |              |                     |
| b.  | Liability  |              |                     |
| c.  | Fidelity Bond  |              |                     |
| d.  | Insurance  | \$ 1,200.00  |                     |
|   | <b>Subtotal</b>  |              | <b>\$ 1,200.00</b>  |
| <b>21. Administrative Fees to the District :</b>    |  |              |                     |
| a.  | FEFP / Categorical Sources   |              |                     |
| b.  | Federal Start-up / Continuation Grants   |              |                     |
| c.  | Other _____  | \$ -         |                     |
|   | <b>Subtotal</b>  |              | <b>\$ -</b>         |

**Charter School Estimated Expenditure Worksheet - cont'd**  
**Start Up 2013-FY 2014**

**General Support cont'd:**

|            |   |    |   |
|------------|---|----|---|
| <b>22.</b> | <i>Professional Fees :</i>  |    |   |
| a.         | Accounting Services   | \$ | - |
| b.         |   |    |   |
| c.         | Auditing Services   | \$ | - |
| d.         | Legal Services  | \$ | - |
| e.         | Educational Consulting Services                                   | \$ | - |
| f.         | Other: Contract Services  |    |   |
|            | <b>Subtotal</b>   | \$ | - |
| <b>23.</b> | <i>Food Services :</i>  |    |   |
|            | <i>Food Servers - Salaries &amp; Benefits :</i>                   |    |   |
| a.         | Number <u>0</u> x Annual Salary \$ <u>-</u>                       | \$ | - |
| b.         | Benefits (retirement, social security, insurance, etc.) <u>0%</u> | \$ | - |
|            | <i>Cafeteria Workers - Salaries &amp; Benefits :</i>              |    |   |
| c.         | Number _____ x Annual Salary _____                                | \$ | - |
| d.         | Benefits (retirement, social security, insurance, etc.) _____     | \$ | - |
| e.         | Kitchen Equipment/Dining Room Furniture & Equipment               | \$ | - |
| f.         | Food Purchases (for self-operated kitchen)                        | \$ | - |
| g.         | Bottled Gas (for self-operated kitchen)                           | \$ | - |
| h.         | consumable Items  |    |   |
| i.         | Kitchen/Dining Room supplies                                      |    |   |
| j.         | Other - WinSnap Equipment and Installation                        |    |   |
| k.         | Contracted Food Services  |    |   |
| l.         | Other - WinSnap Training  |    |   |
|            | <b>Subtotal</b>   |    |   |
| <b>24.</b> | <i>Repayment of Debt :</i>  |    |   |
| a.         | Principal   |    |   |
| b.         | Interest  |    |   |
|            | <b>Subtotal</b>   | \$ | - |
| <b>25.</b> | <i>Other Costs - not covered above :</i>                          |    |   |
| a.         | Contingencies   | \$ | - |
| b.         | Travel Expenses   | \$ | - |
| c.         | Conference, Dues and Fees   |    |   |
| d.         | Other expenses - specify _____                                    | \$ | - |
|            | <b>Subtotal</b>   | \$ | - |

|   |              |
|---|--------------|
| <b>Total General Support - 10 through 25 above &gt;</b>     | \$ 46,800.00 |
| <b>Total Instructional Support - 6 through 9 above &gt;</b> | \$ 1,000.00  |
| <b>Total Academic Instruction - 1 through 5 above &gt;</b>  | \$ 51,376.27 |

**Total Estimated Expenditures >** \$ 99,176.27

Data from your Revenue Worksheets go here >>>>> | **Revenues >** \$ 185,523.00

**NOTES:** Difference - Surplus / (Deficit) > \$ 86,346.73

- 1 This budget format must not be changed. Details or line items may be added, but no line items may be deleted.
- 2 Attach Schedules and/or narratives, where applicable, to explain certain budget line items presented in the worksheets provided.

Start Up 2013-FY-2014

Explanation and/or Comment Section: Budget Narrative Description

Source of Revenues:

An Advance on the student for the first 3 month.

\$742, 095.00/ 12 months = \$61,841 x 3 months =\$185,523.00

Total Revenue Start up Funds is:\$ 185, 523.00

Expenses broken down monthly below:

Student Information System \$1000 (set-up fee) Monthly fee for June, July and August \$389.00

Technology package below:

6 Smart Board @ \$2, 789= \$16,734

6 Teacher Classroom Laptop @\$399=\$2,394

3 Office Desktop @399=\$1,197

Total Technology: \$20325 broken down over 8 months: October 2013-May 2014

Mailing and Marketing \$5,000: Broken down over 11 months: October 2013-August 2014

Office Furinture \$5,000 broken down over June, July and August

Printing and Copying (Materials/Equipment) \$7400 broken down over all 11 months: October 2013-August 2014

Instructional Materials \$29,662 for all 11 months- October 2013-August 2014

\*Teachers and Classroom Furinture: In-Kind donated by New Life CDC

| Oct-13                              | Nov-13                              | Dec-13                              | Jan-14                           |
|-------------------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| Instruction Material: \$2969.57     | Instruction Material: \$2969.57     | Instruction Material: \$2969.57     | Instruction Material: \$2969.57  |
| Technology: \$2540.63               | Technology: \$2540.63               | Technology: \$2540.63               | Technology: \$2540.63            |
| Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55 |
| Equipment: \$218.18                 | Equipment: \$218.18                 | Equipment: \$218.18                 | Equipment: \$218.18              |
| Marketing and Marketing: \$833      | Marketing and Marketing: \$833      | Marketing and Marketing: \$833      | Marketing and Marketing: \$833   |
|                                     |                                     |                                     |                                  |
| Feb-14                              | Mar-14                              | Apr-14                              | May-14                           |
| Instruction Material: \$2969.57     | Instruction Material: \$2969.57     | Instruction Material: \$2969.57     | Instruction Material: \$2969.57  |
| Technology: \$2540.63               | Technology: \$2540.63               | Technology: \$2540.63               | Technology: \$2540.63            |
| Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55 |
| Equipment: \$218.18                 | Equipment: \$218.18                 | Equipment: \$218.18                 | Equipment: \$218.18              |
| Marketing and Marketing: \$833      | Marketing and Marketing: \$833      | Rent: Facilities Acq.: \$8000       | Rent: Facilities Acq.: \$8000    |
|                                     |                                     | Marketing and Marketing: \$833      | Marketing and Marketing: \$833   |
|                                     |                                     |                                     |                                  |
| Jun-14                              | Jul-14                              | Aug-14                              |                                  |
| Instruction Material: \$2969.57     | Instruction Material: \$2969.57     | Instruction Material: \$2969.57     |                                  |
| Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55    | Materials and Supplies: \$454.55    |                                  |
| Equipment: \$218.18                 | Equipment: \$218.18                 | Equipment: \$218.18                 |                                  |
| Furniture: \$1666.67                | Furniture: \$1666.67                | Furniture: \$1666.67                |                                  |
| Student Inform. Services: \$1129.60 | Student Inform. Services: \$ 129.60 | Student Inform. Services: \$ 129.60 |                                  |
| Rent: Facilities Acq.: \$8000       | Staff training: \$1000              | Insurance: \$400                    |                                  |
| Insurance: \$400                    | Insurance: \$400                    | Utilities: \$1000                   |                                  |
| Utilities: \$1000                   | Utilities: \$1000                   | Marketing and Marketing: \$833      |                                  |
| Marketing and Marketing: \$833      | Marketing and Marketing: \$833      | Telephone: \$400                    |                                  |
| Telephone: \$400                    | Telephone: \$400                    |                                     |                                  |

**Total Estimated Expenditure \$99,176.27**

**Start up Revenue \$185,523.00**

**<Surplus> \$86,347**

# Appendix H

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2014 2015**

**REVENUE**

|  |  |
|--|--|
| <b>Cash Beginning balance</b>          | <b>\$86,347.00</b>   |
| FEFP: 108 students                     | \$556,572.00   |
|  | (Minus \$185,523.00 advance taken from start up FY2013-204 |
| Reading Allocation \$62.00 per FTE@108 | \$ 6,696.00  |
| Food Service:                          | \$122,869.00   |
| Other (Fundraising):                   | \$ 2,500.00  |
| Title 1                                | <u>\$ 27,000.00</u>  |
| <b>TOTAL REVENUE</b>                   | <b>\$801,984.00</b>  |

**EXPENSES**

***Instructional Services:***

|   |                     |
|---|---------------------|
| Basic Education Teachers 5 @ \$32,500         | \$154,550.00        |
| Exceptional Education (ESE) Teachers@\$32,500 | 30,910.00           |
| Foreign Language Teacher @ \$22,360           | <u>20,000.00</u>    |
| <b>TOTAL</b>                                  | <b>\$205,460.00</b> |

**BENEFITS: TOTAL \$51,366.00**

***Retirement, Social Security, Insurance***

|   |
|---|
| 5 Teachers @ 25% of \$162,500 = \$38,638.00             |
| Exceptional Education @ 25% of \$30,910=\$7,728.00      |
| Foreign Language Teacher @25% of \$20,000.00=\$5,000.00 |

**General Support:**

***Administrative Services-Salaries & Benefits***

|   |
|---|
| Principal annual salary@ \$40,000   |
| Administrative Assistant Annual Salary @ \$25,000   |
| Executive Director Annual Salary @ \$50,000   |
| <b>(Pay will stay the same for the first 5 year but incentives will be given based on school performance)</b> |

**TOTAL \$115,000.00**

**Benefits for administrative support:**

**TOTAL \$28,750.00**

|  |
|--|
| Retirement, Social Security, Insurance @ 25% |
| (Principal) 25% of \$40,000= \$10,000        |
| (Admin Assistant) 25% of \$25,000= 6,250.00  |
| (Executive Dir.) 25% of \$50,000= 12,500.00  |

**Other Personnel**

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2014 2015**

(Substitute Teachers, which include 7.65% for FICA)      **TOTAL \$4,000.00**

**INSTRUCTIONAL MATERIALS**

Intervention Programs @ \$ 10,000 (purchase based on students needs)

**TOTAL : \$10,000.00**

**TECHNOLOGY**

*Technology :*

102 Laptop computers@ \$399 each=\$40,698.00; 6 Audio stations @ 149.88=\$899.28; 9 printers @ \$100.00=\$900.00  
Student Information Management System (monthly fee @ 1.20 per student@ 108 x 9 months=\$1,166.40)

**TOTAL: \$43,663.68**

**Classroom Furniture: In-Kind donated by NewLife CDC**

**Staff Development/Training:**

Based on the baseline data/as needed: a Lead Teacher or staff member will attend the training workshop to be eligible to train staff. (1,000.00 were used in the start up for new hires)

**TOTAL \$4,000.00**

**Office Expenses:**

|  |                    |
|--|--------------------|
| Equipment/furniture (repair and maintenance)     | \$5,000.00         |
| Telephone @ 12 months x 400 month                | 3,600.00           |
| Mailing and Marketing: postage, brochures, etc.  | 5,000.00           |
| Printing & Copying (Materials/Supplies)          | 0.00               |
| Equipment (Lease Copy @ \$200 month X 12 months) | <u>0.00</u>        |
| <b>TOTAL</b>                                     | <b>\$13,600.00</b> |

**Facilities:**

(Lease of facilities @ \$8,000 per month X 12 months)      **TOTAL \$72,000.00**

640 South Shelfer Street: 6 Classrooms, Community Center

And recreation area, wiring the classroom and community center and the necessity needed to run the computers and maintenance for the computers and maintenance for switches/ routers )

**(The total lease of the facilities is \$96,000 annually which the first 3 months were paid out of start up)**

**Contracted Services:**



**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2014 2015**

Custodial Services (To ensure facilities are clean and sanitized)  
\$1200 per month X 10 months= **TOTAL \$12,000.00**

**Cleaning Supplies: Consumables @ \$416.66 per month** **TOTAL \$5,000.00**

**Utilities: Electric/water @ \$1,000 per month x 12 months** **TOTAL \$9,000.00**  
**(The first 3 months paid out of start up money \$3000)**

**Student Transportation (Contractual Service)** **TOTAL \$55,916.00**

**Insurance:** **TOTAL \$9,245.56**  
Property and Casualty @ \$1,745.56 Annually  
Liability @ \$1,335 Annually (purchased out of startup funds)  
Fidelity Bond @ \$7,500

**Professional Fees:** **TOTAL \$11,920.00**  
Payroll Services @ \$1,920  
Other Contractual @ \$10,000

**Food Services: (Contractual: for a maximum of 108 students)** **TOTAL \$90,000.00**  
*Includes staff, food, utensils, staff training, all supplies)*

**Conferences, dues and Fees** **TOTAL \$6,073.21**

**Administrative Fees to the District @ 5% of total FEFP** **TOTAL \$37,104.75**

**GRAND TOTAL OF EXPENSES: \$784,099.20**  
**TOTAL REVENUE: 801,983.73**  
**SURPLUS: 17,884.53**

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2015 2016**

**REVENUE**

|  |                     |
|--|---------------------|
| <b>Cash Beginning balance</b>          | <b>\$17,886.00</b>  |
| FEFP: 108 students                     | \$742,095.00        |
| Reading Allocation \$62.00 per FTE@108 | \$ 6,696.00         |
| Food Service:                          | \$122,869.00        |
| Other (Fundraising):                   | \$ 2,500.00         |
| Title 1                                | <u>\$ 27,000.00</u> |
| <b>TOTAL REVENUE</b>                   | <b>\$919,046.00</b> |

**EXPENSES**

***Instructional Services:***

|  |                     |
|--|---------------------|
| Basic Education Teachers 5 @ \$31,500          | \$157,500.00        |
| Exceptional Education (ESE) Teachers@ \$31,500 | 31,500.00           |
| Foreign Language Teacher @ \$20,590            | <u>20,590.00</u>    |
| <b>TOTAL</b>                                   | <b>\$209,590.00</b> |

**BENEFITS:**

**TOTAL \$5,397.50**

***Retirement, Social Security, Insurance***

|   |
|---|
| 5 Teachers @ 25% of \$157,500 = \$39,375.00             |
| Exceptional Education @ 25% of \$31,500=\$7,875.00      |
| Foreign Language Teacher @25% of \$21,770.00=\$5,147.00 |

**General Support:**

***Administrative Services-Salaries & Benefits***

|   |
|---|
| Principal annual salary@ \$40,000   |
| Administrative Assistant Annual Salary @ \$25,000   |
| Executive Director Annual Salary @ \$50,000   |
| <b>(Pay will stay the same for the first 5 year but incentives will be given based on school performance)</b> |

**TOTAL \$115,000.00**

**Benefits for administrative support:**

**TOTAL \$28,750.00**

|  |
|--|
| Retirement, Social Security, Insurance @ 25% |
| (Principal) 25% of \$40,000= \$10,000        |
| (Admin Assistant) 25% of \$25,000= 6,250.00  |
| (Executive Dir.) 25% of \$50,000= 12,500.00  |

**Other Personnel**

|   |                         |
|---|-------------------------|
| (Substitute Teachers, which include 7.65% for FICA) | <b>TOTAL \$4,000.00</b> |
|---|-------------------------|

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2015 2016**

**INSTRUCTIONAL MATERIALS**

Reading curriculum @ \$10,923.30; Math Curriculum (Free Training) @\$1,800; Science/Social Studies @ \$12,207.37; Foreign Language Curriculum @ \$4,731.60; Intervention Programs @ \$ 10,000 (purchase based on students needs)

**TOTAL : \$39,662.27**

**TECHNOLOGY**

*Technology :*

Computer Equipment (replacement if necessary @\$20,000)  
Student Information Management System (monthly fee @ 1.20 per student@ 108 x 12 months=\$1,555.20)

**TOTAL: \$21,555.20**

**Classroom Furniture: In-Kind donated by NewLife CDC (Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary)**

**TOTAL: \$10,000.00**

**Staff Development/Training:**

On-line courses @\$62.50 per credit hour/80 hours      **TOTAL    \$5,000.00**

Based on baseline data/as needed: a Lead Teacher will attend the training the trainer workshops and

**Office Expenses:**

|  |                    |
|--|--------------------|
| Equipment/furniture (repair and maintenance)     | \$5,000.00         |
| Telephone @ 12 months x 400 month                | 4,800.00           |
| Mailing and Marketing: postage, brochures, etc.  | 10,000.00          |
| Printing & Copying (Materials/Supplies)          | 5,000.00           |
| Equipment (Lease Copy @ \$200 month X 12 months) | <u>2,400.00</u>    |
| <b>TOTAL</b>                                     | <b>\$27,200.00</b> |

**Facilities:**

(Lease of facilities @ \$8,000 per month X 12 months)      **TOTAL    \$96,000.00**

640 South Shelfer Street: 6 Classrooms, Community Center

And recreation area, wiring the classroom and community center and the necessity needed to run the computers and maintenance for the computers and maintenance for switches/ routers )

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2015 2016**

**Contracted Services:**

Custodial Services (To ensure facilities are clean and sanitized)  
\$1200 per month X 10 months= **TOTAL \$12,000.00**

**Cleaning Supplies: Consumables @ \$416.66 per month** **TOTAL \$5,000.00**

**Utilities: Electric/water @ \$1,000 per month x 12 months** **TOTAL \$12,000.00**

**Student Transportation (Contractual Service)** **TOTAL \$55,916.00**

**Insurance:** **TOTAL \$10,580.56**

Property and Casualty @ \$1,745.56 Annually  
Liability @ \$1,335 Annually  
Fidelity Bond @ \$7,500

**Professional Fees:** **TOTAL \$11,920.00**

Payroll Services @ \$1,920  
Other Contractual @ \$10,000

**Food Services: (Contractual: for a maximum of 108 students)** **TOTAL \$90,000.00**  
*Includes staff, food, utensils, staff training, all supplies)*

**Conferences, dues and Fees** **TOTAL \$6,073.21**

**Administrative Fees to the District @ 5% of total FEFP** **TOTAL \$37,104.75**

**GRAND TOTAL OF EXPENSES: \$849,749.00**

**TOTAL REVENUE: 919,046.00**

**SURPLUS: 69,297.00**

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2016 2017**

**REVENUE**

|  |                     |
|--|---------------------|
| <b>Cash Beginning balance</b>          | <b>\$87,182.00</b>  |
| FEFP: 108 students                     | \$742,095.00        |
| Reading Allocation \$62.00 per FTE@108 | \$ 6,696.00         |
| Food Service:                          | \$122,869.00        |
| Other (Fundraising):                   | \$ 2,500.00         |
| Title 1                                | <u>\$ 27,000.00</u> |
| <b>TOTAL REVENUE</b>                   | <b>\$988,342.00</b> |

**EXPENSES**

***Instructional Services:***

|   |                     |
|---|---------------------|
| Basic Education Teachers 5 @ \$32,000         | \$160,000.00        |
| Exceptional Education (ESE) Teachers@\$32,000 | 32,000.00           |
| Foreign Language Teacher @ \$21,180           | <u>21,180.00</u>    |
| <b>TOTAL</b>                                  | <b>\$213,180.00</b> |

**BENEFITS:**

**TOTAL \$53,295.00**

***Retirement, Social Security, Insurance***

|   |
|---|
| 5 Teachers @ 25% of \$160,000 = \$40,000.00             |
| Exceptional Education @ 25% of \$32,000=\$8,000.00      |
| Foreign Language Teacher @25% of \$21,770.00=\$5,295.00 |

**General Support:**

***Administrative Services-Salaries & Benefits***

|   |
|---|
| Principal annual salary@ \$40,000   |
| Administrative Assistant Annual Salary @ \$25,000   |
| Executive Director Annual Salary @ \$50,000   |
| <b>(Pay will stay the same for the first 5 year but incentives will be given based on school performance)</b> |

**TOTAL \$115,000.00**

**Benefits for administrative support:**

**TOTAL \$28,750.00**

|  |
|--|
| Retirement, Social Security, Insurance @ 25% |
| (Principal) 25% of \$40,000= \$10,000        |
| (Admin Assistant) 25% of \$25,000= 6,250.00  |
| (Executive Dir.) 25% of \$50,000= 12,500.00  |

**Other Personnel**

|   |                         |
|---|-------------------------|
| (Substitute Teachers, which include 7.65% for FICA) | <b>TOTAL \$4,000.00</b> |
|---|-------------------------|

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2016 2017**

**INSTRUCTIONAL MATERIALS**

Reading curriculum @ \$10,923.30; Math Curriculum (Free Training) @\$1,800; Science/Social Studies @ \$12,207.37; Foreign Language Curriculum @ \$4,731.60; Intervention Programs @ \$ 10,000 (purchase based on students needs)

**TOTAL : \$39,662.27**

**TECHNOLOGY**

*Technology :*

Computer Equipment (replacement if necessary @\$20,000)  
Student Information Management System (monthly fee @ 1.20 per student@ 108 x 12 months=\$1,555.20)

**TOTAL: \$21,555.20**

**Classroom Furniture: In-Kind donated by NewLife CDC (Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary)**

**TOTAL: \$10,000.00**

**Staff Development/Training:**

On-line courses @\$62.50 per credit hour/80 hours      **TOTAL    \$5,000.00**

Based on baseline data/as needed: a Lead Teacher will attend the training the trainer workshops and

**Office Expenses:**

|  |                    |
|--|--------------------|
| Equipment/furniture (repair and maintenance)     | \$5,000.00         |
| Telephone @ 12 months x 400 month                | 4,800.00           |
| Mailing and Marketing: postage, brochures, etc.  | 10,000.00          |
| Printing & Copying (Materials/Supplies)          | 5,000.00           |
| Equipment (Lease Copy @ \$200 month X 12 months) | <u>2,400.00</u>    |
| <b>TOTAL</b>                                     | <b>\$27,200.00</b> |

**Facilities:**

(Lease of facilities @ \$8,000 per month X 12 months)      **TOTAL    \$96,000.00**

640 South Shelfer Street: 6 Classrooms, Community Center

And recreation area, wiring the classroom and community center and the necessity needed to run the computers and maintenance for the computers and maintenance for switches/ routers )

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2016 2017**

**Contracted Services:**

Custodial Services (To ensure facilities are clean and sanitized)  
\$1200 per month X 10 months= **TOTAL \$12,000.00**

**Cleaning Supplies: Consumables @ \$416.66 per month** **TOTAL \$5,000.00**

**Utilities: Electric/water @ \$1,000 per month x 12 months** **TOTAL \$12,000.00**

**Student Transportation (Contractual Service)** **TOTAL \$55,916.00**

**Insurance:** **TOTAL \$10,580.56**

Property and Casualty @ \$1,745.56 Annually  
Liability @ \$1,335 Annually  
Fidelity Bond @ \$7,500

**Professional Fees:** **TOTAL \$11,920.00**

Payroll Services @ \$1,920  
Other Contractual @ \$10,000

**Food Services: (Contractual: for a maximum of 108 students)** **TOTAL \$90,000.00**  
*Includes staff, food, utensils, staff training, all supplies)*

**Conferences, dues and Fees** **TOTAL \$6,073.21**

**Administrative Fees to the District @ 5% of total FEFP** **TOTAL \$37,104.75**

**GRAND TOTAL OF EXPENSES: \$854,237.00**

**TOTAL REVENUE: 988,342.00**

**SURPLUS: 134,106.00**

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2018 2019**

**REVENUE**

|  |                        |
|--|------------------------|
| <b>Cash Beginning balance</b>          | <b>\$481,887.00</b>    |
| FEFP: 108 students                     | \$742,095.00           |
| Reading Allocation \$62.00 per FTE@108 | \$ 6,696.00            |
| Food Service:                          | \$122,869.00           |
| Other (Fundraising):                   | \$ 2,500.00            |
| Title 1                                | <u>\$ 27,000.00</u>    |
| <b>TOTAL REVENUE</b>                   | <b>\$1, 383,047.00</b> |

**EXPENSES**

***Instructional Services:***

|   |                     |
|---|---------------------|
| Basic Education Teachers 5 @ \$32,500         | \$162,500.00        |
| Exceptional Education (ESE) Teachers@\$32,500 | 32,500.00           |
| Foreign Language Teacher @ \$22,360           | <u>22,360.00</u>    |
| <b>TOTAL</b>                                  | <b>\$217,360.00</b> |

**BENEFITS:**

**TOTAL \$54,340.00**

***Retirement, Social Security, Insurance***

|   |
|---|
| 5 Teachers @ 25% of \$162,500 = \$40,625.00             |
| Exceptional Education @ 25% of \$32,500=\$8,125.00      |
| Foreign Language Teacher @25% of \$21,770.00=\$5,590.00 |

**General Support:**

***Administrative Services-Salaries & Benefits***

|   |
|---|
| Principal annual salary@ \$40,000   |
| Administrative Assistant Annual Salary @ \$25,000   |
| Executive Director Annual Salary @ \$50,000   |
| <b>(Pay will stay the same for the first 5 year but incentives will be given based on school performance)</b> |

**TOTAL \$115,000.00**

**Benefits for administrative support:**

**TOTAL \$28,750.00**

|  |
|--|
| Retirement, Social Security, Insurance @ 25% |
| (Principal) 25% of \$40,000= \$10,000        |
| (Admin Assistant) 25% of \$25,000= 6,250.00  |
| (Executive Dir.) 25% of \$50,000= 12,500.00  |

**Other Personnel**

|   |                          |
|---|--------------------------|
| (Substitute Teachers, which include 7.65% for FICA) | <b>TOTAL \$4, 000.00</b> |
|---|--------------------------|



**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2018 2019**

**INSTRUCTIONAL MATERIALS**

Reading curriculum @ \$10,923.30; Math Curriculum (Free Training) @\$1,800; Science/Social Studies @ \$12,207.37; Foreign Language Curriculum @ \$4,731.60; Intervention Programs @ \$ 10,000 (purchase based on students needs)

**TOTAL : \$39,662.27**

**TECHNOLOGY**

*Technology :*

Computer Equipment (replacement if necessary @\$20,000)  
Student Information Management System (monthly fee @ 1.20 per student@ 108 x 12 months=\$1,555.20)

**TOTAL: \$21,555.20**

**Classroom Furniture: In-Kind donated by NewLife CDC (Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary)**

**TOTAL: \$10,000.00**

**Staff Development/Training:**

On-line courses @\$62.50 per credit hour/80 hours      **TOTAL    \$5,000.00**

Based on baseline data/as needed: a Lead Teacher will attend the training the trainer workshops and

**Office Expenses:**

|  |                    |
|--|--------------------|
| Equipment/furniture (repair and maintenance)     | \$5,000.00         |
| Telephone @ 12 months x 400 month                | 4,800.00           |
| Mailing and Marketing: postage, brochures, etc.  | 10,000.00          |
| Printing & Copying (Materials/Supplies)          | 5,000.00           |
| Equipment (Lease Copy @ \$200 month X 12 months) | <u>2,400.00</u>    |
| <b>TOTAL</b>                                     | <b>\$27,200.00</b> |

**Facilities:**

(Lease of facilities @ \$8,000 per month X 12 months)      **TOTAL    \$96,000.00**

640 South Shelfer Street: 6 Classrooms, Community Center

And recreation area, wiring the classroom and community center and the necessity needed to run the computers and maintenance for the computers and maintenance for switches/ routers )

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2018 2019**

**Contracted Services:**

Custodial Services (To ensure facilities are clean and sanitized)  
\$1200 per month X 10 months= **TOTAL \$12,000.00**

**Cleaning Supplies: Consumables @ \$416.66 per month** **TOTAL \$5,000.00**

**Utilities: Electric/water @ \$1,000 per month x 12 months** **TOTAL \$12,000.00**

**Student Transportation (Contractual Service)** **TOTAL \$55,916.00**

**Insurance:** **TOTAL \$10,580.56**

Property and Casualty @ \$1,745.56 Annually  
Liability @ \$1,335 Annually  
Fidelity Bond @ \$7,500

**Professional Fees:** **TOTAL \$11,920.00**

Payroll Services @ \$1,920  
Other Contractual @ \$10,000

**Food Services: (Contractual: for a maximum of 108 students)** **TOTAL \$90,000.00**  
*Includes staff, food, utensils, staff training, all supplies)*

**Conferences, dues and Fees** **TOTAL \$6,073.21**

**Administrative Fees to the District @ 5% of total FEFP** **TOTAL \$37,104.75**

**GRAND TOTAL OF EXPENSES: \$849,461.99**  
**TOTAL REVENUE: 1, 383,047.00**  
**SURPLUS: 533,585.00**

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2017 2018**

**REVENUE**

|  |                       |
|--|-----------------------|
| <b>Cash Beginning Balance:</b>         | <b>\$221,288.00</b>   |
| FEFP: 108 students                     | \$742,095.00          |
| Reading Allocation \$62.00 per FTE@108 | \$ 6,696.00           |
| Food Service:                          | \$122,869.00          |
| Other (Fundraising):                   | \$ 2,500.00           |
| Title 1                                | <u>\$ 27,000.00</u>   |
| <b>TOTAL REVENUE</b>                   | <b>\$1,112,448.00</b> |

**EXPENSES**

***Instructional Services:***

|   |                     |
|---|---------------------|
| Basic Education Teachers 5 @ \$32,250         | \$161,250.00        |
| Exceptional Education (ESE) Teachers@\$32,250 | 32,250.00           |
| Foreign Language Teacher @ \$21,770           | <u>21,770.00</u>    |
| <b>TOTAL</b>                                  | <b>\$215,270.00</b> |

**BENEFITS:**

**TOTAL \$53,817.50**

***Retirement, Social Security, Insurance***

|   |
|---|
| 5 Teachers @ 25% of \$161,250 = \$33,869.00             |
| Exceptional Education @ 25% of \$32,250=\$6,773.00      |
| Foreign Language Teacher @25% of \$21,770.00=\$4,572.00 |

**General Support:**

***Administrative Services-Salaries & Benefits***

|   |
|---|
| Principal annual salary@ \$40,000   |
| Administrative Assistant Annual Salary @ \$25,000   |
| Executive Director Annual Salary @ \$50,000   |
| <b>(Pay will stay the same for the first 5 year but incentives will be given based on school performance)</b> |

**TOTAL \$115,000.00**

**Benefits for administrative support:**

**TOTAL \$28,750**

|  |
|--|
| Retirement, Social Security, Insurance @ 25% |
| (Principal) 25% of \$40,000= 8,400.00        |
| (Admin Assistant) 25% of \$25,000= 5,250.00  |
| (Executive Dir.) 25% of \$50,000= 10,500.00  |

**Other Personnel**

|   |                         |
|---|-------------------------|
| (Substitute Teachers, which include 7.65% for FICA) | <b>TOTAL \$4,000.00</b> |
|---|-------------------------|

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2017 2018**

**INSTRUCTIONAL MATERIALS**

Reading curriculum @ \$10,923.30; Math Curriculum (Free Training) @\$1,800; Science/Social Studies @ \$12,207.37; Foreign Language Curriculum @ \$4,731.60; Intervention Programs @ \$ 10,000 (purchase based on students needs)

**TOTAL : \$39,662.27**

**TECHNOLOGY**

*Technology :*

Computer Equipment (replacement if necessary @\$10,000)  
Student Information Management System (monthly fee @ 1.20 per student@ 108 x 12 months=\$1,555.20)

**TOTAL: \$11,555.20**

**Classroom Furniture: In-Kind donated by NewLife CDC (Classroom/Vocational Equipment (Desks, chairs, tables, etc. (replacement if necessary)**

**TOTAL: \$10,000.00**

**Staff Development/Training:**

On-line courses @\$62.50 per credit hour/80 hours      **TOTAL    \$5,000.00**

Based on baseline data/as needed: a Lead Teacher will attend the training the trainer workshops and

**Office Expenses:**

|  |                    |
|--|--------------------|
| Equipment/furniture (repair and maintenance)     | \$5,000.00         |
| Telephone @ 12 months x 400 month                | 4,800.00           |
| Mailing and Marketing: postage, brochures, etc.  | 10,000.00          |
| Printing & Copying (Materials/Supplies)          | 5,000.00           |
| Equipment (Lease Copy @ \$200 month X 12 months) | <u>2,400.00</u>    |
| <b>TOTAL</b>                                     | <b>\$27,200.00</b> |

**Facilities:**

(Lease of facilities @ \$8,000 per month X 12 months)      **TOTAL    \$96,000.00**

640 South Shelfer Street: 6 Classrooms, Community Center

And recreation area, wiring the classroom and community center and the necessity needed to run the computers and maintenance for the computers and maintenance for switches/ routers )

**Galloway Foreign Language Immersion Charter School  
Budget Analysis 2017 2018**

**Contracted Services:**

Custodial Services (To ensure facilities are clean and sanitized)  
\$1200 per month X 10 months= **TOTAL \$12,000.00**

**Cleaning Supplies: Consumables @ \$416.66 per month** **TOTAL \$5,000.00**

**Utilities: Electric/water @ \$1,000 per month x 12 months** **TOTAL \$12,000.00**

**Student Transportation (Contractual Service)** **TOTAL \$55,916.00**

**Insurance:** **TOTAL \$10,580.56**

Property and Casualty @ \$1,745.56 Annually  
Liability @ \$1,335 Annually  
Fidelity Bond @ \$7,500

**Professional Fees:** **TOTAL \$11,920.00**

Payroll Services @ \$1,920  
Other Contractual @ \$10,000

**Food Services: (Contractual: for a maximum of 108 students)** **TOTAL \$90,000.00**  
*Includes staff, food, utensils, staff training, all supplies)*

**Conferences, dues and Fees** **TOTAL \$6,073.21**

**Administrative Fees to the District @ 5% of total FEFP** **TOTAL \$37,104.75**

**GRAND TOTAL OF EXPENSES: \$861,850.99**  
**TOTAL REVENUE: 1,112,448.00**  
**SURPLUS: 260,599.00**

# Appendix I

PROJECTED CASH FLOWS - STARTUP

| OP Link Page                                    | 2013<br>Oct | 2013<br>Nov | 2013<br>Dec | 2013<br>Jan | 2013<br>Feb | 2013<br>Mar | 2014<br>Apr | 2014<br>May | 2014<br>Jun | 2014<br>Jul | 2014<br>Aug |           |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|
| ENROLLMENT                                      | 18          |             |             |             |             |             |             |             |             |             |             |           |
| CASH, BEGINNING                                 | -           | 86,347      | 87,203      | 106,289     | 119,214     | 130,170     | 141,126     | 161,248     | 162,371     | 166,482     | 166,860     | 167,627   |
| REVENUES  |             |             |             |             |             |             |             |             |             |             |             |           |
| FEPP  | 165,523     | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73 |
| Capital Outlay                                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Food Service Revenue                            | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Transportation                                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Other Revenue:                                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Benefactors                                     | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Corporate Sponsor                               | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Donations                                       | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Fund Raisers                                    | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Grants  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| TOTAL REVENUES                                  | 165,523     | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73   | 16,865.73 |
| EXPENDITURES                                    |             |             |             |             |             |             |             |             |             |             |             |           |
| INSTRUCTION                                     |             |             |             |             |             |             |             |             |             |             |             |           |
| Classroom Teachers                              | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Enrichment Teachers                             | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Paraprofessionals                               | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instruction Salaries                      | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Retirement                                      | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Payroll Taxes                                   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Health Insurance                                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Workers Compensation                            | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instruction Benefits                      | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Instructional Materials                         | 23,662      | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57    | 2,696.57  |
| Technology                                      | 20,325      | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83    | 2,540.83  |
| Materials and Supplies                          | 5,000       | 454.55      | 454.55      | 454.55      | 454.55      | 454.55      | 454.55      | 454.55      | 454.55      | 454.55      | 454.55      | 454.55    |
| Intervention curriculum                         | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Equipment (Lease or Purchase)                   | 2,400       | 218.18      | 218.18      | 218.18      | 218.18      | 218.18      | 218.18      | 218.18      | 218.18      | 218.18      | 218.18      | 218.18    |
| AV Materials                                    | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Furniture and Equipment                         | 5,000       | -           | -           | -           | -           | -           | -           | -           | 1,666.67    | 1,666.67    | 1,666.67    | 1,666.67  |
| Software: Student Information Management System | 1,399       | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 1,129.60    | 129.60      | 129.60      | 129.60    |
| Substitutes                                     | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instruction Other                         | 63,776      | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,166.66    | 5,166.66    | 5,166.66  |
| Total Instruction                               | 63,776      | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,909.92    | 5,166.66    | 5,166.66    | 5,166.66  |
| PUPIL PERSONNEL SERVICES                        |             |             |             |             |             |             |             |             |             |             |             |           |
| Career Coach                                    | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Support   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Pupil Personnel Salaries                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Retirement                                      | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Payroll Taxes                                   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Health Insurance                                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Workers Compensation                            | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Pupil Personnel Benefits                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Supplies  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Pupil Personnel Other                     | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Pupil Personnel Services                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| INSTRUCTIONAL MEDIA SERVICES                    |             |             |             |             |             |             |             |             |             |             |             |           |
| Instructional Technology                        | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Tech Support                                    | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instructional Media Salaries              | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Retirement                                      | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Payroll Taxes                                   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Health Insurance                                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Workers Compensation                            | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instructional Media Benefits              | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Supplies  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Periodicals                                     | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Library Books                                   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instructional Media Other                 | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Instructional Media Services              | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| CURRICULUM DEVELOPMENT                          |             |             |             |             |             |             |             |             |             |             |             |           |
| Contracted Services                             | 0           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| STAFF TRAINING                                  |             |             |             |             |             |             |             |             |             |             |             |           |
| Contracted Services                             | 1,000       | -           | -           | -           | -           | -           | -           | -           | -           | 1,000       | -           | -         |
| Other expenses                                  |             |             |             |             |             |             |             |             |             |             |             |           |
| Payroll services                                | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Contracted Services - Oversight                 | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Contracted Svcs - Dev. Ap Fee                   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Contracted Services - Audit                     | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Contracted Services - Training                  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Travel  | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Insurance                                       | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Start-up Expenses                               | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| District Fee                                    | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Indirect Cost                                   | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |
| Total Other expenses                            | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -           | -         |

PROJECTED CASH FLOWS - STARTUP

|  | OP Link Page  | 2013<br>Oct      | 2013<br>Nov       | 2013<br>Dec       | 2013<br>Jan       | 2013<br>Feb       | 2013<br>Mar       | 2014<br>Apr       | 2014<br>May       | 2014<br>Jun       | 2014<br>Jul       | 2014<br>Aug       |
|--|---------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>SCHOOL ADMINISTRATION</b>                             |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Executive Director                                       |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Asst. Principal  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Dean   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Admin Support  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Administration Salaries</b>                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Retirement   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Payroll Taxes  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Health Insurance   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Workers Compensation                                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Administration Benefits</b>                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Travel   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Equipment Rental   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Mailing and Marketing                                    |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Advertising  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Supplies   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Equipment  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Software   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Administration Other</b>                        |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total School Administration</b>                       |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>FACILITIES ACQUISITION</b>                            |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Peris  | 24,000        | -                | -                 | -                 | -                 | -                 | -                 | 8,000             | 8,000             | 8,000             | -                 | -                 |
| FFE  | -             | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Computer Hardware  | -             | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Facilities Acquisition</b>                      | <b>24,000</b> | -                | -                 | -                 | -                 | -                 | -                 | <b>8,000</b>      | <b>8,000</b>      | <b>8,000</b>      | -                 | -                 |
| <b>FISCAL</b>  |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Treasurer  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Fiscal Salaries</b>                             |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Retirement   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Payroll Taxes  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Health Insurance   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Workers Compensation                                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Fiscal Benefits</b>                             |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Contracted Services - Finance                            |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Contracted Services - HR                                 |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Fiscal Other</b>                                |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Fiscal</b>                                      |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>FOOD SERVICE</b>                                      |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Food Service Workers                                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Food Service Salaries</b>                       |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Retirement   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Payroll Taxes  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Health Insurance   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Workers Compensation                                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Food Service Benefits</b>                       |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Contracted Services                                      |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Food Service Other</b>                          |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Food Service</b>                                |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>TRANSPORTATION</b>                                    |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Contracted Services                                      |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>PLANT OPERATIONS</b>                                  |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Custodial  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Security   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Plant Operations Salaries</b>                   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Retirement   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Payroll Taxes  |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Health Insurance   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Workers Compensation                                     |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Plant Operations Benefits</b>                   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Contracted Services                                      |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Insurance (Property, Casualty, Liability, Fidelity Bond) | 1,200         | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 400               | 400               | 400               |
| Telephone  | 1,200         | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 400               | 400               | 400               |
| Utilities  | 3,000         | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 1,000             | 1,000             | 1,000             |
| Repair and Maintenance                                   | 5,000         | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Postage and Courier services                             | -             | -                | -                 | -                 | -                 | -                 | 833               | 833               | 833               | 833               | 833               | 833               |
| <b>Total Plant Operations Other</b>                      | <b>10,400</b> | -                | -                 | -                 | -                 | -                 | <b>833</b>        | <b>833</b>        | <b>833</b>        | <b>2,633</b>      | <b>2,633</b>      | <b>2,633</b>      |
| <b>Total Plant Operations</b>                            | <b>10,400</b> | -                | -                 | -                 | -                 | -                 | <b>833</b>        | <b>833</b>        | <b>833</b>        | <b>2,633</b>      | <b>2,633</b>      | <b>2,633</b>      |
| <b>PLANT MAINTENANCE</b>                                 |               |                  |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
| Contracted Services                                      |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| Supplies   |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>Total Plant Maintenance</b>                           |               | -                | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 |
| <b>TOTAL EXPENDITURES</b>                                | <b>99,176</b> | <b>6,909.92</b>  | <b>6,909.92</b>   | <b>6,909.92</b>   | <b>6,909.92</b>   | <b>6,909.92</b>   | <b>6,743.26</b>   | <b>14,743.26</b>  | <b>14,743.26</b>  | <b>16,798.90</b>  | <b>9,798.90</b>   | <b>7,798.90</b>   |
| <b>EXCESS REVENUES OVER EXP</b>                          | <b>86,347</b> | <b>10,885.81</b> | <b>10,885.81</b>  | <b>10,885.81</b>  | <b>10,885.81</b>  | <b>10,885.81</b>  | <b>10,122.47</b>  | <b>2,122.47</b>   | <b>2,122.47</b>   | <b>86.83</b>      | <b>6,086.83</b>   | <b>6,086.83</b>   |
| <b>CASH, ENDING</b>                                      | <b>86,347</b> | <b>87,302.74</b> | <b>106,288.54</b> | <b>118,214.35</b> | <b>130,170.16</b> | <b>141,125.96</b> | <b>151,248.43</b> | <b>163,370.90</b> | <b>165,493.37</b> | <b>166,580.20</b> | <b>163,827.03</b> | <b>172,883.86</b> |



PROJECTED CASH FLOWS - STARTUP

|   | OP Link Page   | 2014<br>Sept     | 2014<br>Oct      | 2014<br>Nov      | 2014<br>Dec      | 2015<br>Jan      | 2015<br>Feb      | 2015<br>Mar      | 2015<br>Apr      | 2015<br>May      | 2015<br>Jun      | 2015<br>Jul      | 2015<br>Aug      |
|---|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>ENROLLMENT</b>                               | 18             |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>CASH, BEGINNING</b>                          | -              | 17,885           | 25,559           | 33,434           | 41,208           | 48,983           | 56,757           | 64,531           | 72,323           | 80,914           | 89,105           | 97,296           | 105,487          |
| <b>REVENUES</b>                                 |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| FEFP  | 801,984        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        | 72,907.64        |
| Capital Outlay                                  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Food Service Revenue                            | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Transportation                                  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Other Revenue:</b>                           |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Benefactors                                     | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Corporate Sponsor                               | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Donations                                       | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Fund Raisers                                    | 2,500          | 208              | 208              | 208              | 208              | 208              | 208              | 208              | 208              | 208              | 208              | 208              | 208              |
| Grants  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>TOTAL REVENUES</b>                           | <b>801,984</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> | <b>73,115.97</b> |
| <b>EXPENDITURES</b>                             |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>INSTRUCTION</b>                              |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Classroom Teachers                              | 185,460        | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           | 15,455           |
| Enrichment Teachers                             | 20,000         | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            | 1,667            |
| Paraprofessionals                               | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Instruction Salaries</b>               | <b>205,460</b> | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    | <b>17,122</b>    |
| Retirement                                      | 22,601         | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,883            | 1,310            |
| Payroll Taxes                                   | 26,710         | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            | 2,226            |
| Health Insurance                                | 2,055          | 171              | 171              | 171              | 171              | 171              | 171              | 171              | 171              | 171              | 171              | 171              | 171              |
| Workers Compensation                            | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Instruction Benefits</b>               | <b>51,366</b>  | <b>4,281</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>4,280</b>     | <b>3,707</b>     |
| Instructional Materials                         | -              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Technology                                      | 42,497         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         | 3,541.42         |
| Materials and Supplies                          | -              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| Intervention curriculum                         | 10,000         | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              |
| Equipment (Lease or Purchase)                   | -              | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
| AV Materials                                    | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Furniture and Equipment                         | 5,000          | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              |
| Software: Student Information Management System | 1,166          | 97               | 97               | 97               | 97               | 97               | 97               | 97               | 97               | 97               | 97               | 97               | 97               |
| Substitutes                                     | 4,000          | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              |
| <b>Total Instruction Other</b>                  | <b>62,663</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  | <b>5,221.92</b>  |
| <b>Total Instruction</b>                        | <b>319,489</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,624.05</b> | <b>26,050.44</b> |
| <b>PUPIL PERSONNEL SERVICES</b>                 |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Career Coach                                    | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Support   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Pupil Personnel Salaries</b>           |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Retirement                                      | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Payroll Taxes                                   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Health Insurance                                | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Workers Compensation                            | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Pupil Personnel Benefits</b>           |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Supplies  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Pupil Personnel Other</b>              |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Total Pupil Personnel Services</b>           |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>INSTRUCTIONAL MEDIA SERVICES</b>             |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Instructional Technology                        | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Tech Support                                    | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Instructional Media Salaries</b>       |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Retirement                                      | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Payroll Taxes                                   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Health Insurance                                | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Workers Compensation                            | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Instructional Media Benefits</b>       |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Supplies  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Periodicals                                     | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Library Books                                   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Instructional Media Other</b>          |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Total Instructional Media Services</b>       |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>CURRICULUM DEVELOPMENT</b>                   |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Contracted Services                             | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>STAFF TRAINING</b>                           |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Contracted Services                             | 4,000          | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              | 333              |
| <b>Other expenses</b>                           |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Payroll services                                | 1,920          | 160              | 160              | 160              | 160              | 160              | 160              | 160              | 160              | 160              | 160              | 160              | 160              |
| Other Contracted Services                       | 10,000         | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              | 833              |
| Contracted Svcs - Dev. Ap Fee                   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Conferences, Dues, Fees, etc.                   | 6,073          | 506              | 506              | 506              | 506              | 506              | 506              | 506              | 506              | 506              | 506              | 506              | 506              |
| Contracted Services - Training                  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Travel  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Insurance                                       | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Start-up Expenses                               | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |

|  |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
|--|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| District Fee   | 37,105         | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            | 3,092            |
| Indirect Cost  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Other expenses</b>                              | <b>55,098</b>  | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     | <b>4,592</b>     |
| <b>SCHOOL ADMINISTRATION</b>                             |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Executive Director                                       | 50,000         | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            | 4,167            |
| Asst Principal   | 40,000         | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            | 3,333            |
| Dean   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Admin Support  | 25,000         | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            | 2,083            |
| <b>Total Administration Salaries</b>                     | <b>115,000</b> | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     | <b>9,583</b>     |
| Retirement   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Payroll Taxes  | 12,650         | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            | 1,054            |
| Health Insurance   | 14,950         | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            | 1,246            |
| Workers Compensation                                     | 1,150          | 96               | 96               | 96               | 96               | 96               | 96               | 96               | 96               | 96               | 96               | 96               | 96               |
| <b>Total Administration Benefits</b>                     | <b>28,750</b>  | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     | <b>2,396</b>     |
| Travel   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Equipment Rental   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Mailing and Marketing                                    | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Advertising  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Supplies   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Equipment  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Software   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Administration Other</b>                        | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total School Administration</b>                       | <b>143,750</b> | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    | <b>11,979</b>    |
| <b>FACILITIES ACQUISITION</b>                            |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Rents  | 72,000         | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            | 6,000            |
| FFE  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Computer Hardware  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Facilities Acquisition</b>                      | <b>72,000</b>  | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     | <b>6,000</b>     |
| <b>FISCAL</b>  |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Treasurer  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Fiscal Salaries</b>                             | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Retirement   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Payroll Taxes  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Health Insurance   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Workers Compensation                                     | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Fiscal Benefits</b>                             | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Contracted Services - Finance                            | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Contracted Services - HR                                 | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Fiscal Other</b>                                | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>Total Fiscal</b>                                      | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| <b>FOOD SERVICE</b>                                      |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Food Service Workers                                     | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Food Service Salaries</b>                       | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Retirement   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Payroll Taxes  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Health Insurance   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Workers Compensation                                     | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Food Service Benefits</b>                       | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Contracted Services                                      | 90,000         | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            | 7,500            |
| <b>Total Food Service Other</b>                          | <b>-</b>       | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     |
| <b>Total Food Service</b>                                | <b>90,000</b>  | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     | <b>7,500</b>     |
| <b>TRANSPORTATION</b>                                    |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Contracted Services                                      | 55,918         | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            | 4,660            |
| <b>PLANT OPERATIONS</b>                                  |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Custodial  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Security   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Plant Operations Salaries</b>                   | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Retirement   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Payroll Taxes  | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Health Insurance   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Workers Compensation                                     | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| <b>Total Plant Operations Benefits</b>                   | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |
| Contracted Services                                      | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Insurance (Property, Casualty, Liability, Fidelity Bond) | 9,246          | 771              | 771              | 771              | 771              | 771              | 771              | 771              | 771              | 771              | 771              | 771              | 771              |
| Telephone  | 3,600          | 300              | 300              | 300              | 300              | 300              | 300              | 300              | 300              | 300              | 300              | 300              | 300              |
| Utilities  | 9,000          | 750              | 750              | 750              | 750              | 750              | 750              | 750              | 750              | 750              | 750              | 750              | 750              |
| Repair and Maintenance                                   | -              | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Postage and Courier services                             | 5,000          | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              |
| <b>Total Plant Operations Other</b>                      | <b>26,846</b>  | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     |
| <b>Total Plant Operations</b>                            | <b>26,846</b>  | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     | <b>2,237</b>     |
| <b>PLANT MAINTENANCE</b>                                 |                |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Contracted Services                                      | 12,000         | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            | 1,000            |
| Cleaning Supplies  | 5,000          | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              | 417              |
| <b>Total Plant Maintenance</b>                           | <b>17,000</b>  | <b>1,417</b>     | <b>1,417</b>     | <b>1,417</b>     | <b>1,417</b>     | <b>1,417</b>     | <b>1,417</b>     | <b>1,000</b>     | <b>1,000</b>     | <b>1,000</b>     | <b>1,000</b>     | <b>1,000</b>     | <b>1,000</b>     |
| <b>TOTAL EXPENDITURES</b>                                | <b>784,099</b> | <b>65,341.58</b> | <b>65,341.55</b> | <b>65,341.55</b> | <b>65,341.55</b> | <b>65,341.55</b> | <b>65,341.55</b> | <b>64,924.88</b> | <b>64,924.88</b> | <b>64,924.88</b> | <b>64,924.88</b> | <b>64,924.88</b> | <b>64,351.27</b> |
| EXCESS REVENUES OVER EXP                                 | 17,885         | 7,774.39         | 7,774.42         | 7,774.42         | 7,774.42         | 7,774.42         | 7,774.42         | 8,191.09         | 8,191.09         | 8,191.09         | 8,191.09         | 8,191.09         | 8,764.70         |
| CASH, ENDING   | 17,885         | 25,659.39        | 33,433.81        | 41,208.23        | 48,982.65        | 56,757.07        | 64,531.48        | 72,722.57        | 80,913.66        | 89,104.74        | 97,295.83        | 105,486.92       | 114,251.61       |

# Appendix J

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P.O.C.  
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SECTION 11, TOWN  
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TELEP

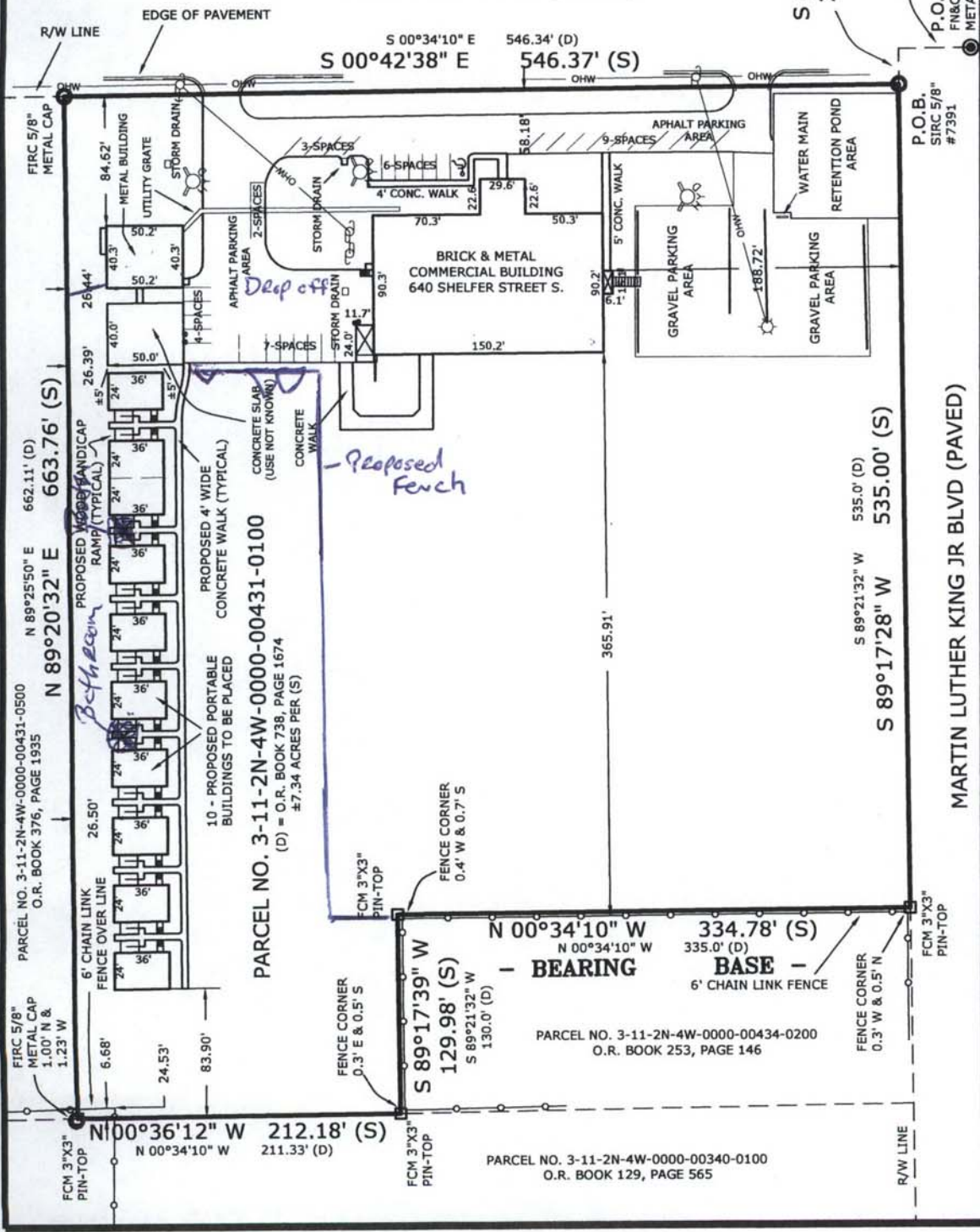
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NOT VALID WITHOUT THE SIGNATURE AND  
THE ORIGINAL RAISED SEAL OF A FLORIDA  
LICENSED SURVEYOR AND MAPPER. ADDITIONS  
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OTHER THAN THE SIGNING PARTY OR PARTIES IS  
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THE UNDERSIGNED SURVEYOR HAS NOT BEEN  
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INTEREST IN THE SUBJECT PROPERTY.  
IT IS POSSIBLE THERE ARE UNRECORDED  
UNRECORDED DEEDS, EASEMENTS OR OTHER  
INSTRUMENTS WHICH COULD AFFECT  
BOUNDARIES.

SHELFER STREET S. (PAVED)



DRAWN BY : SKO  
CHECKED BY : SKO  
DATE : 12/07/11  
REVISED: 03/20/12  
SCALE 1" = 20'  
FIELD BOOK --- PAGE ---  
SURVEY DATE: 01/05/10  
FIELD BOOK 11--03 PAGE 28  
SURVEY DATE: 12/05/11  
BASE OF SURVEY:  
O.R. BOOK 738, PAGE 1674

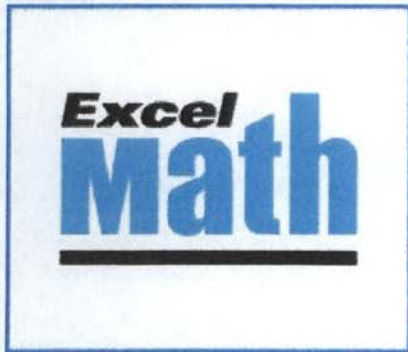
FLOOD INSURANCE RATE MAPS INDICATE THE PROPERTY IS LOCATED IN  
FLOOD ZONE "X" AS INDICATED ON COMMUNITY NO 12039C0228C;  
GADSDEN COUNTY, FLORIDA, DATED 02/04/08.

NOTES:  
1) BEARINGS ARE BASED ON A LINE ALONG THE WESTERLY BOUNDARY OF  
SUBJECT PROPERTY AS RECORDED IN OFFICIAL RECORDS BOOK 738,  
PAGE 1674 OF THE PUBLIC RECORDS OF GADSDEN COUNTY, FLORIDA.  
2) THERE ARE NO IMPROVEMENTS LOCATED EXCEPT AS SHOWN.  
3) THIS SURVEY IS DEPENDENT ON EXISTING MONUMENTATION AS SHOWN  
4) NO UNDERGROUND FOOTERS OR ROOF OVERHANGS ARE LOCATED BY THIS  
SURVEY.  
5) THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP

| LEGEND | DESCRIPTION                       | SYMBOL |
|--------|-----------------------------------|--------|
| FCM    | FOUND CONCRETE MONUMENT (4" X 4") | □      |
| FCM    | FOUND CONCRETE MONUMENT (5" X 7") | ○      |
| FCM    | FOUND IRON ROD                    | ⊙      |
| FCM    | SET IRON ROD                      | ⊙      |
| FCM    | RIGHT-OF-WAY CENTER LINE          | —      |
| FCM    | POWER POLE                        | ⊙      |
| FCM    | OVERHEAD WIRE                     | —      |
| FCM    | AVENUE                            | —      |
| FCM    | BLVD.                             | —      |
| C.C.   | CORRUGATED METAL PIPE             | —      |
| C.C.   | CONCRETE                          | —      |
| C.C.   | EDGE OF FLOOR                     | —      |
| C.C.   | DEPARTMENT OF TRANSPORTATION      | —      |
| C.C.   | EAST                              | —      |
| C.C.   | ELEVATION                         | —      |
| C.C.   | FLOOR ELEVATION                   | —      |
| C.C.   | POST POINT                        | —      |
| C.C.   | FEET                              | —      |
| C.C.   | FEET VALVE                        | —      |
| C.C.   | GAS VALVE                         | —      |
| C.C.   | LIBERATED BUSINESS                | —      |
| C.C.   | LENGTH                            | —      |
| C.C.   | AVENUE                            | —      |
| C.C.   | N                                 | —      |
| C.C.   | NORTHEAST                         | —      |
| N.G.S. | NATIONAL GEODETIC SURVEY          | —      |
| N.G.S. | NATIONAL GEODETIC CONTROL DATUM   | —      |
| N.G.S. | NORTH                             | —      |
| N.G.S. | OFFICIAL RECORDS                  | —      |
| N.G.S. | PLATTED DATA                      | —      |
| N.G.S. | POINT OF COMPOUND CURVE           | —      |
| N.G.S. | POINT OF INTERSECTION             | —      |
| N.G.S. | POINT OF BEGINNING                | —      |
| N.G.S. | POINT OF CURVE                    | —      |
| N.G.S. | POINT OF TANGENT                  | —      |
| N.G.S. | POINT OF REVERSE CURVE            | —      |
| N.G.S. | POINT OF REFERENCE MONUMENT       | —      |
| P.T.   | POINT OF TANGENCY                 | —      |
| P.T.   | RADIUS INFORMATION                | —      |
| P.T.   | SOUTH                             | —      |
| P.T.   | TEMPORARY BENCH MARK              | —      |
| P.T.   | TERRA COTTA                       | —      |
| P.T.   | U.S. COAST AND GEODETIC SURVEY    | —      |
| P.T.   | U.S. GEOLOGICAL SURVEY            | —      |
| P.T.   | WESTERN IRON PIPE                 | —      |
| P.T.   | FOUND IRON PIPE                   | —      |
| P.T.   | FOUND IRON PIPE                   | —      |
| P.T.   | FOUND NAIL & CAP                  | —      |
| P.T.   | SET NAIL & CAP                    | —      |
| P.T.   | SNBC                              | —      |

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## MATERIALS

### Preparing to Read

- *Sound/Spelling Cards* 27, 29
- *Transparency* 114
- Routines 3, 10–11

### Reading and Responding

- *Student Reader*, Book 1, pp. 254–265
- *Transparencies* 103, 115
- *Home Connection*, pp. 69–70
- *Writer's Notebooks*
- Routines 12, 13

### Language Arts

- *Transparencies* 110, 101, 106, 111
- *Skills Practice 2*, p. 117
- *Writer's Notebooks*
- *Language Arts Big Book*, pp. 56–57

## STANDARDS

### Reading Process

#### Concepts of Print

The student demonstrates knowledge of the concept of print and how it is organized and read. The student will:

- Distinguish informational text from entertaining text.

#### Phonics/Word Analysis

The student demonstrates knowledge of the alphabetic principle and applies grade level phonics skills to read text. The student will:

- Generate sounds from all letters and spelling patterns and blends those sounds into words.
- Identify the sounds of vowels and consonant digraphs in printed words.

#### Fluency

The student demonstrates the ability to read grade level text orally with accuracy, appropriate rate, and expression.

- Adjust reading rate based on purpose, text difficulty, form, and style.

#### Vocabulary Development

The student uses multiple strategies to develop grade appropriate vocabulary. The student will:

- Use context clues.
- Identify common antonyms and synonyms.
- Use meaning of individual words to predict meaning of unknown compound words.
- Determine the correct meaning of words with multiple meanings in context.

#### Reading Comprehension

## Resources

- ✓ Support Activities Annotated TE 43-58 G1
- ✓ Support Activities Workbook 59-70 G1
- ✓ Support Activities Workbook 43-58 G1
- ✓ Workshop Resource Book Activities 43-52 G1
- ✓ CCSS Teacher Resource Book G1
- ✓ Challenge Activities Answer Key G1
- ✓ Support Activities Workbook 71-83 G1
- ✓ Benchmark Assessment BLM Answer Keys and Records G1
- ✓ Benchmark Assessment BLM TOC and Intro G1
- ✓ Support Activities Workbook 1-18 G1
- ✓ Support Activities Annotated TE 71-83 G1
- ✓ Support Activities Annotated TE 1-18 G1
- ✓ Workshop Resource Book Activities 21-27 G1
- ✓ Support Activities Annotated TE 59-70 G1
- ✓ Workshop Resource Book Activities 35-42 G1
- ✓ Workshop Resource Book Activities 13-20 G1
- ✓ Workshop Resource Book Activities 1-12 G1
- ✓ Workshop Resource Book Activities 53-56 G1
- ✓ Support Activities Workbook 19-42 G1
- ✓ Support Activities Annotated TE 19-42 G1
- ✓ Workshop Resource Book Activities 28-34 G1
- ✓ Leveled Readers Teacher Guide G1 U8
- ✓ LR The Plant Man G1 U8
- ✓ LR Bread Is For Everyone G1 U8
- ✓ LR George Washington Carver G1 U8
- ✓ LR Science What Can Grow There U8
- ✓ LR The Apple Man G1 U8
- ✓ LR Science Where Plants Grow U8
- ✓ LR A Fun Class Trip G1 U8
- ✓ LR Science Animals Grow and Change U8
- ✓ LR Science How a Maple Tree Grows U8
- ✓ LR Fruits With Seeds G1 U8
- ✓ LR Science In the Garden U8
- ✓ Curriculum Connections Card Math G1 U8
- ✓ LR Great Mushroom Hunt G1 U8
- ✓ LR Wonderful Water Plants G1 U8
- ✓ Curriculum Connections Answer Key G1 U8
- ✓ RoutineCards Gr1 U7-10
- ✓ LR Luther Burbank G1 U8
- ✓ LR Science People Grow People Change U8
- ✓ Curriculum Connections Card Social Studies G1 U8
- ✓ LR Pumpkins G1 U8
- ✓ LR These Plants Eat Bugs G1 U8
- ✓ LR Science How Animals Grow U8
- ✓ LR Fruits Have Seeds G1 U8
- ✓ LR Science Are They Living U8
- ✓ Curriculum Connections Card Science G1 U8
- ✓ Read Aloud Anthology G1 U8
- ✓ Leveled Readers Science Teacher Guide G1 U8
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- ✓ Home Connection 69-70 G1 U8 L21
- ✓ EL Support BLM G1 U8 L21-25
- ✓ Skills Practice BLM 2 117 G1 U8 L21
- ✓ EL Support Guide G1 U8 L21-25
- ✓ EL Support Annotated TE G1 U8 L21-25
- ✓ Skills Practice Annotated TE 2 117 G1 U8 L21
- ✓ Language Arts Big Book 56-57 G1 U8 L21
- ✓ Intervention BLM G1 U8 L21
- ✓ Transparencies 101 103 106 110-111 114-115 G1 U8 L21
- ✓ Natl TAB G1 U8 L21-25
- ✓ Intervention Annotated TE G1 U8 L21

## My Notes

The student uses a variety of strategies to comprehend grade level text. The student will:

- Identify a text's features, use them to make predictions, and establish a purpose for reading.
- Use background knowledge and supporting details from text to verify the accuracy of information presented in read selections.



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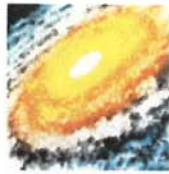
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Our DVD contains an overview of Excel Math plus training and instructional strategies. The Excel Math DVD is intended for administrators, teachers, and parents who want to learn more about Excel Math.

**Part one** introduces you to Excel Math. **Watch the intro video here [7:00 minutes]:**



**Part two** guides you through the implementation of Excel Math in the classroom.

**Part three** is Professional Development, including instructional strategies and best practices. This segment helps you get the most out of the curriculum.

The contents of the DVD are available on this website. **See the videos here.**

The video programs describe how to teach Excel Math with actual classroom examples. View them at the beginning of the year for an overview of the program, and review again in 4-6 weeks.

The DVD is available as a part of our free **Sample Packet and is also available separately at no charge.**

**Please email us for a DVD or Sample Packet, and we'll send it to you immediately.**

**Or click the image on the right to watch the training videos online.**



# Center for Comprehensive School Improvement

## Online Professional Development Pricing

| Online Courses   |               |                 |
|--|---------------|-----------------|
| Developed in Partnership with Vicki Gibson and Jan Hasbrouck   |               |                 |
| Title  | ISBN          | Price Per Seat* |
| <b>✓ Using RtI Data for Effective Decision Making</b>  |               |                 |
| Teacher Workshop (includes an online Training Manual)  | 9780021159734 | \$150.00        |
| Administrator Workshop, recommended prior to Teacher Workshop (includes an online Administrator Guide) | 9780021159987 | \$150.00        |
| Additional Teacher Training Manual (Print Version)   | 9780982323274 | \$75.00         |
| Additional Administrator Guide (Print Version)   | 9780982323281 | \$125.00        |
| <b>✓ Differentiating Instruction: Guidelines for Implementation in K-5</b>                             |               |                 |
| Teacher Workshop (includes an online Training Manual)  | 9780021159475 | \$150.00        |
| Administrator Workshop, recommended prior to Teacher Workshop (includes an online Administrator Guide) | 9780021159482 | \$150.00        |
| Additional Teacher Training Manual (Print Version)   | 9780982323205 | \$75.00         |
| Additional Administrator Guide (Print Version)   | 9780982323212 | \$125.00        |
| <b>✓ Differentiating Teaching and Practice in Middle and High Schools (Available January 2012)</b>     |               |                 |
| Teacher Workshop (includes an online Training Manual)  | 9780076624805 | \$150.00        |
| Administrator Workshop, recommended prior to Teacher Workshop (includes an online Administrator Guide) | 9780076624843 | \$150.00        |
| Additional Teacher Training Manual (Print Version)   | 9780982907658 | \$75.00         |
| Additional Administrator Guide (Print Version)   | to come       | \$125.00        |
| <b>✓ Managing Behavior to Support Differentiated Instruction (K-5)</b>                                 |               |                 |
| Teacher Workshop (includes an online Training Manual)  | 9780021160082 | \$150.00        |
| Administrator Workshop, recommended prior to Teacher Workshop (includes an online Administrator Guide) | 9780021160099 | \$150.00        |
| Additional Teacher Training Manual (Print Version)   | 9780982323229 | \$75.00         |
| Additional Administrator Guide (Print Version)   | 9780982323236 | \$125.00        |

| Online Courses   |               |                |
|--|---------------|----------------|
| Title  | ISBN          | Price Per Seat |
| <b>✓ English Learners Series</b>                               |               |                |
| Teaching Strategies for English Learners in Grades K-6         | 9780022041854 | \$79.95        |
| Teaching Strategies for English Learners in Grades 6-12        | 9780078898952 | \$79.95        |
| <b>✓ Reading and Literature Series</b>                         |               |                |
| Enriching Vocabulary   | 9780078886492 | \$79.95        |
| Improving Writing  | 9780078886515 | \$79.95        |
| Practicing Fluency   | 9780078886485 | \$79.95        |
| Strengthening Comprehension                                    | 9780078886508 | \$79.95        |
| <b>✓ Teaching Middle School Literature Series</b>              |               |                |
| Assessment in Reading and Literature                           | 9780078777721 | \$79.95        |
| Differentiated Instruction in Reading and Literature           | 9780078777943 | \$79.95        |
| English Language Learners in Reading and Literature            | 9780078777950 | \$79.95        |
| Inquiry-Based Learning in Middle School Reading and Literature | 9780078777974 | \$79.95        |
| Standards-Based Instruction in Reading and Literature          | 9780078777967 | \$79.95        |
| Workshop Approach in Middle School Reading and Literature      | 9780078777738 | \$79.95        |

\*Pricing subject to change



| Online Courses   |               |                 |
|--|---------------|-----------------|
| Title  | ISBN          | Price Per Seat* |
| <b>✓ Teaching High School Literature Series</b>                        |               |                 |
| Assessment in Reading and Literature                                   | 9780078777721 | \$79.95         |
| Differentiated Instruction in Reading and Literature                   | 9780078777943 | \$79.95         |
| English Language Learners in Reading and Literature                    | 9780078777950 | \$79.95         |
| Historical, Social, and Cultural Perspective in High School Literature | 9780078777981 | \$79.95         |
| Standards-Based Instruction in Reading and Literature                  | 9780078777967 | \$79.95         |
| Teaching Genre in High School Literature                               | 9780078777745 | \$79.95         |
| <b>✓ Teaching Elementary School Mathematics Series Grades K-6</b>      |               |                 |
| Academic Language in Mathematics, Grades K-3                           | 9780021064519 | \$79.95         |
| Classroom Management and Differentiated Instruction, K-3               | 9780021064472 | \$79.95         |
| Data-Driven Instruction, Grades K-6                                    | 9780078794278 | \$79.95         |
| Mathematical Reasoning, Grades K-3                                     | 9780021064496 | \$79.95         |
| Motivation in Mathematics, Grades K-6                                  | 9780021064526 | \$79.95         |
| <b>✓ Teaching Secondary School Mathematics Series Grades 6-12</b>      |               |                 |
| Assessment Strategies in Mathematics                                   | 9780078697128 | \$79.95         |
| Differentiated Instruction in Mathematics                              | 9780078697111 | \$79.95         |
| English Learners in Mathematics  | 9780078697104 | \$79.95         |
| Literacy Strategies in Mathematics                                     | 9780078741005 | \$79.95         |
| Standards-Based Instruction in Mathematics                             | 9780078740992 | \$79.95         |
| <b>✓ Teaching Strategies for Pre-Algebra Series</b>                    |               |                 |
| Teaching Pre-Algebra: Graphing Linear Equations                        | 9780078697289 | \$79.95         |
| Teaching Pre-Algebra: Integers   | 9780078697241 | \$79.95         |
| Teaching Pre-Algebra: Multi-Step Equations                             | 9780078697272 | \$79.95         |
| Teaching Pre-Algebra: Surface Area and Volume                          | 9780078697265 | \$79.95         |
| Teaching Pre-Algebra: The Pythagorean Theorem                          | 9780078697258 | \$79.95         |
| <b>✓ Teaching Strategies for Algebra I Series</b>                      |               |                 |
| Teaching Algebra: Absolute Value                                       | 9780078696961 | \$79.95         |
| Teaching Algebra: Completing the Square                                | 9780078696985 | \$79.95         |
| Teaching Algebra: Inequalities   | 9780078696978 | \$79.95         |
| Teaching Algebra: Linear Equations                                     | 9780078696954 | \$79.95         |
| Teaching Algebra: Multi-Step Equations                                 | 9780078696947 | \$79.95         |
| <b>✓ Teaching Strategies for Geometry Series</b>                       |               |                 |
| Teaching Geometry: Angle Relations                                     | 9780078697166 | \$79.95         |
| Teaching Geometry: Bisectors, Medians, and Altitudes                   | 9780078697173 | \$79.95         |
| Teaching Geometry: Tangents  | 9780078697180 | \$79.95         |
| <b>✓ Teaching Strategies for Algebra II Series</b>                     |               |                 |
| Teaching Algebra 2: Ellipses   | 9780078697043 | \$79.95         |
| Teaching Algebra 2: Quadratic Functions                                | 9780078697036 | \$79.95         |

\*Pricing subject to change



| Online Courses   |               |                 |
|--|---------------|-----------------|
| Title  | ISBN          | Price Per Seat* |
| <b>✓ Teaching Strategies for Middle School Science Series</b>  |               |                 |
| Teaching Energy in Middle School Science                       | 9780078737145 | \$79.95         |
| Teaching Mitosis and Meiosis in Middle School Science          | 9780078737114 | \$79.95         |
| Teaching Moon Phases in Middle School Science                  | 9780078737138 | \$79.95         |
| Teaching Photosynthesis in Middle School Science               | 9780078737107 | \$79.95         |
| Teaching Physical and Chemical Change in Middle School Science | 9780078737152 | \$79.95         |
| Teaching Weather Concepts in Middle School Science             | 9780078737121 | \$79.95         |
| <b>✓ Teaching Strategies for Science Series Grades 6 - 12</b>  |               |                 |
| Assessment Strategies in Science                               | 9780078737091 | \$79.95         |
| Differentiated Instruction in Science                          | 9780078737060 | \$79.95         |
| English Learners in Science                                    | 9780078737077 | \$79.95         |
| Literacy Strategies in Science                                 | 9780078737053 | \$79.95         |
| Standards-Based Instruction in Science                         | 9780078737084 | \$79.95         |
| <b>✓ Teaching Strategies for Social Studies Series</b>         |               |                 |
| Assessment in Social Studies                                   | 9780078738159 | \$79.95         |
| Differentiated Instruction in Social Studies                   | 9780078738135 | \$79.95         |
| Literacy Strategies in Social Studies                          | 9780078738173 | \$79.95         |
| Standards-Based Instruction in Social Studies                  | 9780078738142 | \$79.95         |
| Success with English Learners in Social Studies                | 9780078738166 | \$79.95         |

\*Pricing subject to change



**SUMMARY SHEET**

*PSmiter*

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 10a

**DATE OF SCHOOL BOARD MEETING:** September 24, 2013

**TITLE OF AGENDA ITEM:** HMS New Classroom Building Layout

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For Board approval of the building layout on property for new classroom addition at HMS as presented on backup information.

**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                     

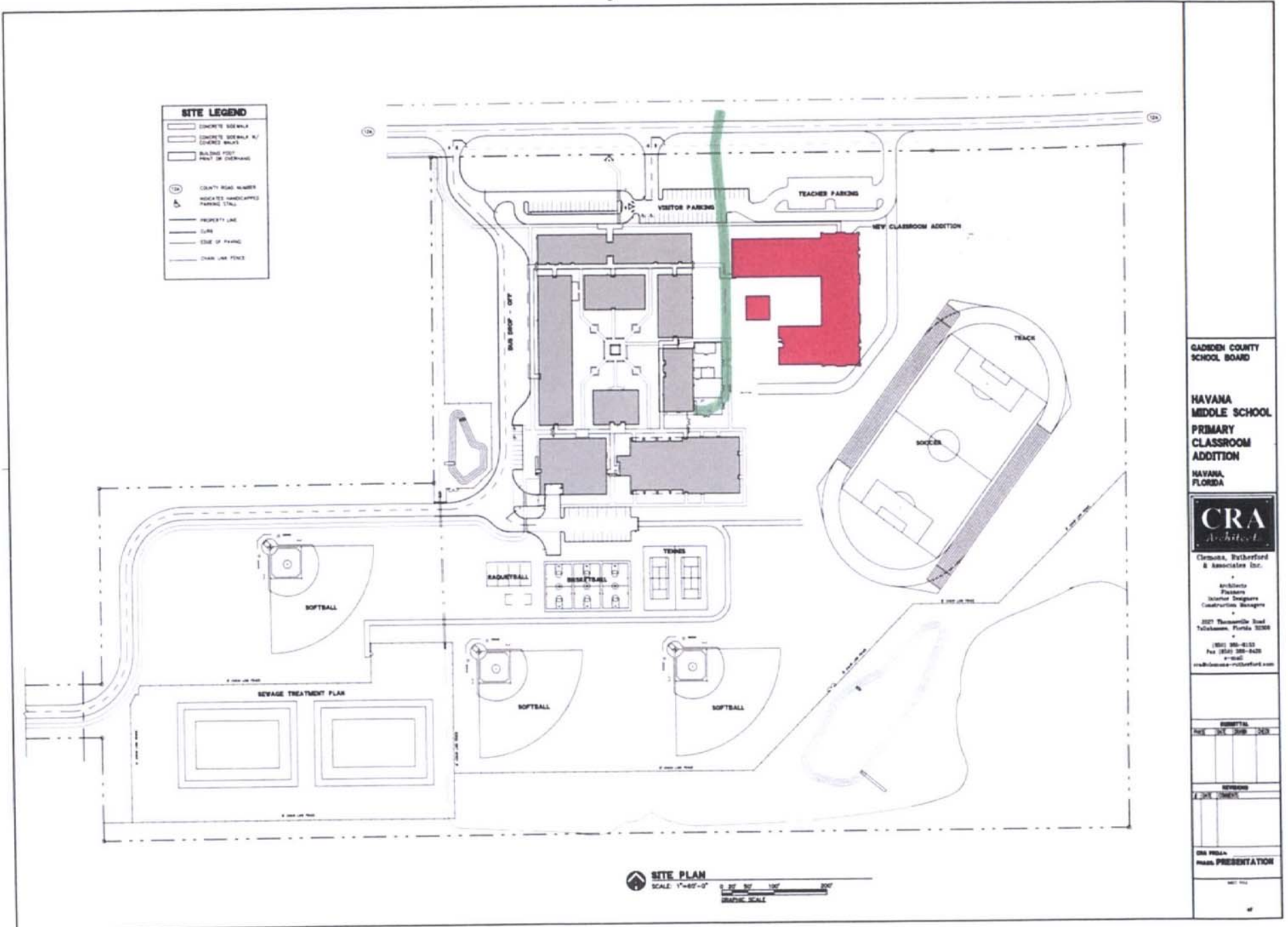
CHAIRMAN'S SIGNATURE: page(s) numbered                     

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

2013 AUG 29 PM 3:27  
GAUSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

# Original Layout #1



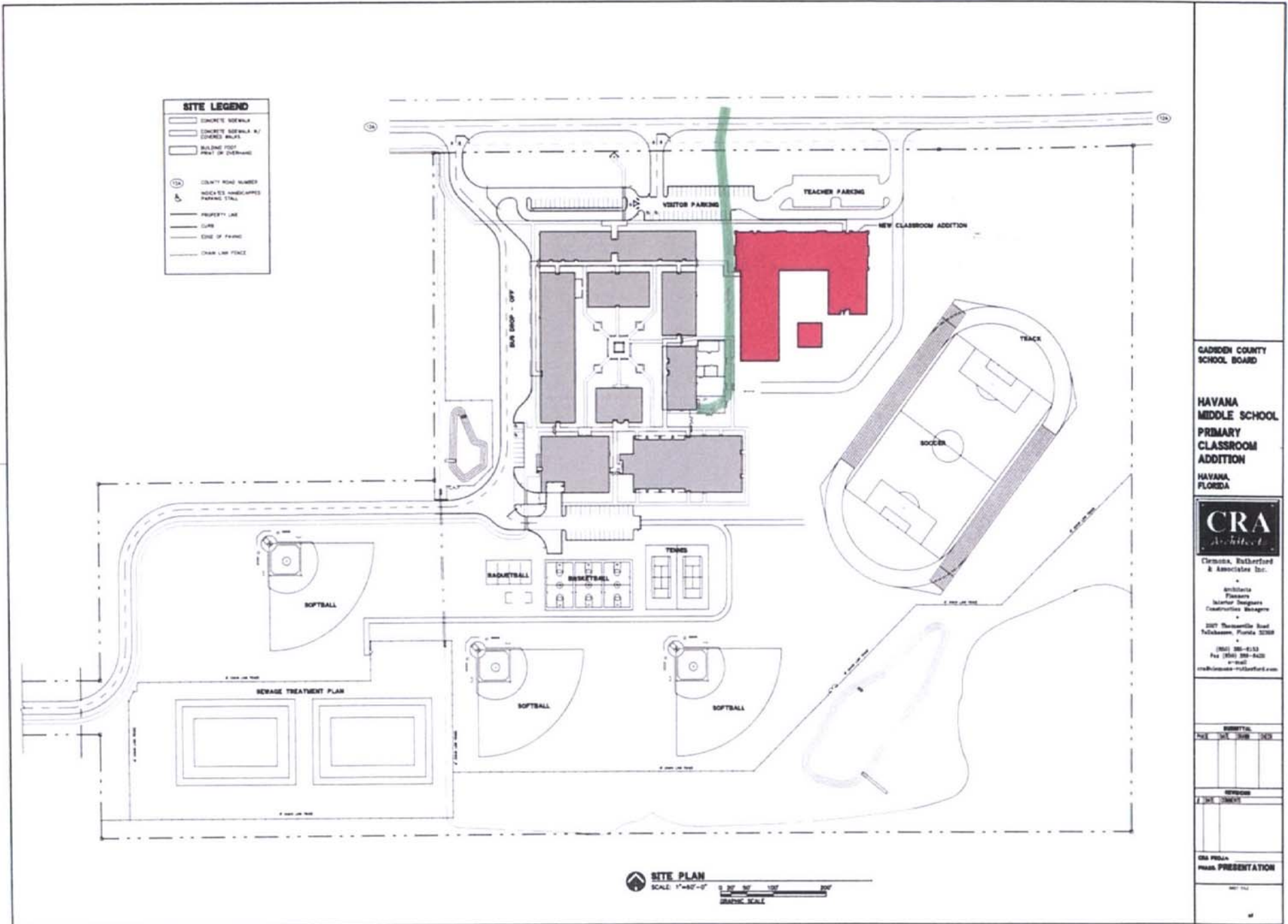
GADSDEN COUNTY SCHOOL BOARD

HAVANA MIDDLE SCHOOL  
PRIMARY CLASSROOM ADDITION  
HAVANA, FLORIDA

**CRA**  
Crimmins, Pattenford & Associates Inc.  
Architects  
Planners  
Interior Designers  
Construction Managers  
2027 Thorsenville Road  
Tallahassee, Florida 32308  
(904) 886-8133  
Fax: (904) 288-8420  
cra@crainc.com

|           |     |      |             |
|-----------|-----|------|-------------|
| REVISIONS | NO. | DATE | DESCRIPTION |
|           |     |      |             |
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# Cost Saving Layout #2



SUMMARY SHEET

*Submittal*

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: **September 24, 2013**

TITLE OF AGENDA ITEM: **Grounds Maintenance Re-Bid #1314-02**

DIVISION: **Facilities**

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

PURPOSE AND SUMMARY OF ITEM: **For School Board approval of the recommended Grounds Maintenance bids to the following Vendors for the period of September 25, 2013 to June 30, 2014.**

**Val's Lawn Care, Inc. (value of award - \$22,050.00)  
A & J's Lawn Care (value of award - \$20,300.00)  
Mike Bryant Lawn Care (value of award \$27,000.00)**

FUND SOURCE: **110**

AMOUNT: **\$69,350.00**

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.

2013 SEP 17 PM 2:01  
GASLITEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

Gadsden County Schools  
 Grounds Maintenance—District Wide Bid # 1314-02  
 Bid Opening Date September 11, 2013, 2:00 p.m. EST



| Company Name                                 | Group 1<br>(Per Cut)                     | Group 2<br>(Per Cut)                     | Group 3<br>(Per Cut)                     | Group 4<br>(Per Cut)                     | Group 6<br>(Per Cut)                     | ITB Form | Background Check | Dispute Resolution | Equipment Requirements | Scope of Work | Bid Proposal Form | Reference Forms | Drug Free Workplace | Sworn Statement | Minority Owned Firm | Indemnification & Insurance |
|--|--|--|--|--|--|----------|------------------|--------------------|------------------------|---------------|-------------------|-----------------|---------------------|-----------------|---------------------|-----------------------------|
| Premier Lawn Care                            |  |  |  |  |  |          |                  |                    |                        |               |                   |                 |                     |                 |                     |                             |
| Mike Bryant Lawn Care<br><i>Mike Bryant</i>  | <del>1,350.00</del><br><del>675.00</del> | <del>1,350.00</del><br><del>675.00</del> | <del>1,500.00</del><br><del>750.00</del> | <del>1,100.00</del><br><del>550.00</del> | <del>1,500.00</del><br><del>750.00</del> | ✓        | ✓                | ✓                  | ✓                      | ✓             | ✓                 | ✓               | ✓                   | ✓               | ✓                   | ✓                           |
| Dwight's Lawn Care LLC                       | NO - BID                                 |  |  |  |  |          |                  |                    |                        |               |                   |                 |                     |                 |                     |                             |
| Jamie Castro Landscaping                     | NO - BID                                 |  |  |  |  |          |                  |                    |                        |               |                   |                 |                     |                 |                     |                             |
| Mark's Lawn Maintenance, Inc.                | 2,200.00                                 | 2,900.00                                 | 2,800.00                                 | 2,700.00                                 | 2,400.00                                 | ✓        | ✓                | ✓                  | ✓                      | ✓             | ✓                 | ✓               | ✓                   | ✓               | ✓                   | ✓                           |
| Evans Sure-cut Landscaping<br><i>John E.</i> | 975.00                                   | 1200.00                                  | 2300.00                                  | 975.00                                   | 1,000.00                                 | ✓        | 0                | ✓                  | 0                      | 0             | ✓                 | ✓               | ✓                   | ✓               | ✓                   | ✓                           |
| Lawn Enforcement                             | NO - BID                                 |  |  |  |  |          |                  |                    |                        |               |                   |                 |                     |                 |                     |                             |
| Finesse Lawn Care                            | Did not meet requirement                 |  |  |  |  | ✓        | ✓                | ✓                  | ✓                      | ✓             | ✓                 |                 | ✓                   | ✓               | ✓                   | ✓                           |
| Robert West                                  | NO - BID                                 |  |  |  |  |          |                  |                    |                        |               |                   |                 |                     |                 |                     |                             |
| Val's Lawn Care, Inc.<br><i>Valerie Papp</i> | 675.00                                   | 725.00                                   | 950.00                                   | 800.00                                   | 900.00                                   | ✓        | ✓                | ✓                  | 0                      | ✓             | ✓                 | ✓               | ✓                   | ✓               | ✓                   | ✓                           |
| A & J's Lawn Care<br><i>Andrew Reed</i>      | 700.00                                   | 750.00                                   | 950.00                                   | 700.00                                   | 1200.00                                  | ✓        | ✓                | ✓                  | ✓                      | ✓             | ✓                 | ✓               | ✓                   | ✓               | ✓                   | ✓                           |

Gadsden County Schools  
 Grounds Maintenance—District Wide Bid # 1314-02  
 Bid Opening Date September 11, 2013, 2:00 p.m. EST



| Company Name               | Group 1 (Per Cut) | Group 2 (Per Cut) | Group 3 (Per Cut) | Group 4 (Per Cut) | Group 6 (Per Cut) | ITB Form | Background Check           | Dispute Resolution | Equipment Requirements | Scope of Work | Bid Proposal Form | Reference Forms | Drug Free Workplace | Sworn Statement | Minority Owned Firm | Indemnification & Insurance |  |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------|----------------------------|--------------------|------------------------|---------------|-------------------|-----------------|---------------------|-----------------|---------------------|-----------------------------|--|
| Helms and Carter Lawn Care | NO - BID          |                   |                   |                   |                   |          |                            |                    |                        |               |                   |                 |                     |                 |                     |                             |  |
| All-N-One, LLC.            | NO - BID          |                   |                   |                   |                   |          | / Did not meet requirement |                    |                        |               |                   |                 |                     |                 |                     |                             |  |
|                            |                   |                   |                   |                   |                   |          |                            |                    |                        |               |                   |                 |                     |                 |                     |                             |  |
|                            |                   |                   |                   |                   |                   |          |                            |                    |                        |               |                   |                 |                     |                 |                     |                             |  |
|                            |                   |                   |                   |                   |                   |          |                            |                    |                        |               |                   |                 |                     |                 |                     |                             |  |
|                            |                   |                   |                   |                   |                   |          |                            |                    |                        |               |                   |                 |                     |                 |                     |                             |  |

Wayne Shepard                      9-11, 2013  
 Signature                                      Date

Mary Zutter                      Sept 11, 2013  
 Signature                                      Date

**SITE LOCATIONS**

| <u>Group # 1</u>  | <u>Group # 2</u>   | <u>Group # 3</u>  |
|---|--|---|
| <p>Havana Elementary<br/>705 US 27 S.<br/>Havana, FL 32333</p> <p>-----</p> <p>Havana Middle<br/>1210 Kemp Rd.<br/>Havana, FL 32333</p> <p style="text-align: right;">VAI</p>   | <p>Gadsden Elementary Magnet<br/>500 West King St.<br/>Quincy, FL 32351</p> <p>-----</p> <p>James A. Shanks Middle<br/>1400 W. King St.<br/>Quincy, FL 32351</p> <p>-----</p> <p>George Munroe Elementary<br/>1830 W. King St.<br/>Quincy, FL 32351</p> <p style="text-align: right;">AJ</p> | <p>Stewart Street Elementary<br/>749 S. Stewart St.<br/>Quincy, FL 32351</p> <p>-----</p> <p>Maintenance Department<br/>805 S. Stewart St.<br/>Quincy, FL 32351</p> <p>-----</p> <p>Bus Garage<br/>720 S. Stewart St.<br/>Quincy, FL 32351</p> <p>-----</p> <p>Gadsden Technical Institute<br/>201 Martin Luther King Jr., Blvd.<br/>Quincy, FL 32351</p> <p>-----</p> <p>Food Service Warehouse<br/>203 MLK Jr., Blvd.<br/>Quincy, FL 32351</p> <p>-----</p> <p>Carter Parramore Academy<br/>631 S. Stewart St.<br/>Quincy, FL 32351</p> <p style="text-align: right;">DICK/ANST</p> |
| <p><u>Group # 4</u></p> <p style="text-align: right;">VAI</p> <p>Gretna Elementary<br/>706 Martin Luther King Jr., Blvd.<br/>Gretna, FL 32332</p> <p>-----</p> <p>Chattahoochee Elementary<br/>335 Maple St.<br/>Chattahoochee, FL 32324</p> <p>-----</p> <p>St. John Elementary<br/>4463 Bainbridge Hwy.<br/>Quincy, FL 32351<br/>*includes 1 lift station</p> |  | <p><u>Group # 6</u></p> <p style="text-align: right;">VAI</p> <p>East Gadsden High<br/>27001 Blue Star Hwy.<br/>Havana, FL 32333<br/>***includes 2 holding ponds and 1 lift station</p> <p>-----</p> <p><u>East Gadsden is a 12 month contract.</u></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.\*\*\*\*\***  
**With the exception of East Gadsden High School**

ANY CHANGES TO SERVICE WILL BE AT THE DISCRETION OF THE DIRECTOR OF FACILITIES / WAYNE SHEPARD.

# The School Board of Gadsden County

GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

2013 SEP 17 PM 2:01



*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

TO: Reginald C. James – Superintendent of Schools  
FROM: *WS* Wayne Shepard – Director of Facilities  
RE: Grounds Maintenance Bid Awards  
DATE: September 16, 2013

Mr. James,

We opened bids for Grounds Maintenance of our schools on September 11, 2013. We had a total of thirteen (13) bid packages that were either picked up at our office, sent out by email or regular mail. Out of the thirteen (13), we received seven (7) responses. Two of which did not meet the bid requirements. That left us with five (5) bids meeting the specifications of the *Invitation to Bid #1314-02*. (Please see backup material). We bid the schools out in groups according to location (see back up material). We have a total of six (6) groups. Of which one, group #5 is currently under the original July 1, 2013 contract award with John Evans of Evans Sure Cut Landscaping. This group was not in the re-bid package. The following is my recommendation for the remaining five (5) groups that were re-bid.

Group # 1 – Havana Elementary and Havana Middle School  
Val's Lawn Care, Inc. (\$675.00 per cut)  
Tallahassee, FL

Group #2 – Gadsden Elementary, James A. Shanks, and George Munroe Elementary  
A & J's Lawn Care (\$750.00 per cut)  
Quincy, FL

Audrey Lewis  
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. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32351

**BOARD MEETS FOURTH TUESDAY OF EACH MONTH**  
EQUAL OPPORTUNITY EMPLOYER



Group # 3 – Stewart Street Elementary, Maintenance Department, Transportation Department,  
Gadsden Technical, Warehouse and Carter Parramore.  
Mike Bryant Lawn Care (\$1500.00 per cut)  
Quincy, FL

Group #4 – Gretna Elementary, Chattahoochee Elementary, and St. John Elementary  
A & J's Lawn Care (\$700.00 per cut)  
Quincy, FL

Group # 6 – East Gadsden High School  
Val's Lawn Care, Inc. (\$900.00 per cut)  
Tallahassee, FL

If you have questions or comments please give me a call.

c.c. Mrs. Rosalyn Smith  
Mrs. Bonnie Wood



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:   | RE- BID NUMBER: |
| <b>Grounds Maintenance – Groups 1,2,3,4 &amp;6</b> | <b>1314-02</b>  |

BID OPENING DATE & TIME: **September 11, 2013 @ 2:00 P.M. EST**

LOCATION: **Max D. Walker Building 35 Martin Luther King Jr., Blvd., Quincy, FL 32351**

**SITE VISITS: Vendor is responsible for visiting each location to determine a fair price for services. Contact Wayne Shepard**

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: \_\_\_\_\_

**THE SCHOOL BOARD OF GADSDEN COUNTY RESERVES THE RIGHT TO REJECT AND OR ALL BIDS AND TO WAIVE ANY TECHNICAL IRREGULARITIES IN THE BIDDING OR BIDDING PROCESS.**

**NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

## 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 one 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 on September 24, 2013.

- C. **TERM:** The initial term of this contract will be from date of School Board approval, on or about September 25, 2013 through June 30, 2014, and may, by mutual agreement between the School Board of Gadsden County, Florida and the awardee(s), upon final School Board approval, be extended an additional one (1) year period 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 local Occupational Tax requirements. It is the vendor's responsibility to resubmit a copy of a new license after expiration or termination of the current license.

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, dates of service 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 at each location after every service, on the day of 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 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 Districts 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://www3.fdle.state.fl.us/sexual\\_predators/](http://www3.fdle.state.fl.us/sexual_predators/)
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.

**Contact Sharon Gilcrease at (850) 627-9651 ext. 1244 for information and cost. Remittance shall be in the form of a VISA/MasterCard or money order payable to School Board of Gadsden County.**

**ALL PERSONNEL ARE REQUIRED TO WEAR THE IDENTIFICATION BADGES THAT ARE ISSUED BY THE GADSDEN COUNTY SCHOOL BOARD AT ALL TIMES WHILE ON SCHOOL BOARD PROPERTY.**

**By initialing below you agree to these terms.**

\_\_\_\_\_ **Initial**

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 September 13, 2013 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 4:00 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 addressed 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 Gadsden 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** at the specified locations throughout the School District of Gadsden County, Florida.
- B. **FAMILIARITY WITH SITES:** Vendor is responsible for their own site visit to each location in order to determine a fair price for their services. Contact Wayne Shepard with any questions.
- C. **REFERENCES:** Each bidder is required to submit a list of **(5) five commercial references** using the format on the attached "Vendor Reference Forms" **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 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, the general public or property. 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.

**The Gadsden County School Board is requiring that the vendor have at least (6) six commercial grade mowers and that all weed eaters and other equipment deemed necessary to perform grounds maintenance will be commercial grade. In addition the vendor shall employ a minimum of (4) four fulltime employees. You agree to these terms by initialing below.**

\_\_\_\_\_ Initial

- 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 Gadsden County School Board 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 at all times.
- M. **ATTIRE:** Proper attire shall be worn at all times!
- 1. Every employee MUST wear GCSB ID badges at all times while on School Board property.*
2. Shirts shall be worn while on school property at all times. (No tank tops or undershirts will be permitted).
3. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans are prohibited.
4. Proper shoes to insure the individual's safety shall be worn at all times.
- N. **FRATERNIZATION:** Contractors' personnel shall not fraternize with school staff or students.
- O. **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.

**\*\* IT IS ADVISED TO MEET WITH THE PRINCIPAL AT EACH SCHOOL TO SET A TIME FOR SERVICE THAT IS AGREEABLE TO BOTH THE CONTRACTOR AND THE PRINCIPAL. SOME LOCATIONS ARE NOT AVAILABLE DURING NORMAL SCHOOL HOURS.**

**P. WORK SCHEDULE:**

1. **MOWING AND GROUNDS MAINTENANCE:** All **holding ponds and surrounding grounds** areas will be mowed and cleared of trash and debris **with every service** on a bi-weekly schedule beginning September 25, 2013 through June 30, 2014.
2. This includes all fenced in areas (i.e. solar panels, air conditioning units, cooling towers, greenhouses, basketball courts, holding ponds, lift stations). All paved areas including sidewalks that have grass and weeds growing up through must be trimmed. See Wayne Shepard for keys.

**EXCLUDING THE MONTHS OF JANUARY AND FEBRUARY UNLESS OTHERWISE NOTED.**

The Director of Facilities or his designee will call for maintenance to be done if any changes occur to the established schedule.

3. **TRIMMING, PRUNING, EDGING AND MULCHING:** The trimming and pruning of hedges, shrubs, trees and weeding of flower beds will be done **monthly**. Edging all walkways will be done monthly.

**All fence lines are to be sprayed monthly.**  
**Mulch flower beds in March and August.**

**Q. SCOPE OF WORK:** The work of this contract shall include, but not be limited to:

1. PRIOR TO **EVERY SERVICE**, THE CONTRACTOR MUST SIGN IN AT THE FRONT OFFICE BEFORE STARTING WORK.
2. 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 NOT to damage grass or leave uneven cut.** Mowing pattern shall create straight lines when possible.
3. 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.
4. 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.
5. **All fence lines are to be sprayed monthly or more often as needed.**
6. Visual inspection of the grounds. Any problems with the fences/gates, erosion, etc. should be reported to the Director of Facilities immediately.
7. Keys for all gates may be obtained from the Director of Facilities.

\_\_\_\_\_ Initial

**SITE LOCATIONS**

|  |   |   |
|--|---|---|
| <p><u>Group # 1</u></p> <p>Havana Elementary<br/>         705 US 27 S.<br/>         Havana, FL 32333</p> <p>-----</p> <p>Havana Middle<br/>         1210 Kemp Rd.<br/>         Havana, FL 32333</p>  | <p><u>Group # 2</u></p> <p>Gadsden Elementary Magnet<br/>         500 West King St.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>James A. Shanks Middle<br/>         1400 W. King St.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>George Munroe Elementary<br/>         1830 W. King St.<br/>         Quincy, FL 32351</p> | <p><u>Group # 3</u></p> <p>Stewart Street Elementary<br/>         749 S. Stewart St.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>Maintenance Department<br/>         805 S. Stewart St.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>Bus Garage<br/>         720 S. Stewart St.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>Gadsden Technical Institute<br/>         201 Martin Luther King Jr., Blvd.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>Food Service Warehouse<br/>         203 MLK Jr., Blvd.<br/>         Quincy, FL 32351</p> <p>-----</p> <p>Carter Parramore Academy<br/>         631 S. Stewart St.<br/>         Quincy, FL 32351</p> |
| <p><u>Group # 4</u></p> <p>Gretna Elementary<br/>         706 Martin Luther King Jr., Blvd.<br/>         Gretna, FL 32332</p> <p>-----</p> <p>Chattahoochee Elementary<br/>         335 Maple St.<br/>         Chattahoochee, FL 32324</p> <p>-----</p> <p>St. John Elementary<br/>         4463 Bainbridge Hwy.<br/>         Quincy, FL 32351<br/>         *includes 1 lift station</p> |   | <p><u>Group # 6</u></p> <p>East Gadsden High<br/>         27001 Blue Star Hwy.<br/>         Havana, FL 32333<br/>         ***includes 2 holding ponds and 1 lift station</p> <p>-----</p> <p><u>East Gadsden is a 12 month contract.</u></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.\*\*\*\*\***  
**With the exception of East Gadsden High School**

**ANY CHANGES TO SERVICE WILL BE AT THE DISCRETION OF THE DIRECTOR OF FACILITIES / WAYNE SHEPARD.**

**BID PROPOSAL FORM**  
**BID # 1314-02**  
**GROUNDS MAINTENANCE DISTRICT WIDE**

| GROUP #1   | GROUP #2   | GROUP # 3   | GROUP # 4   | GROUP # 6  |
|--|--|---|---|--|
| Havana Elementary<br><br>Havana Middle School<br>*1 holding pond<br><br><br>BID _____<br>per cut | Gadsden Elementary Magnet<br><br>James A. Shanks<br><br>George Munroe Elementary<br><br><br>BID _____<br>per cut | Stewart St. Elementary<br>Maintenance Dept.<br>Bus Garage<br>Gadsden Technical<br>Warehouse<br>Carter Parramore<br><br><br>BID _____<br>per cut | Gretna Elementary<br><br>Chattahoochee Elementary<br><br>St. John Elementary<br>*lift station<br><br><br>BID _____<br>per cut | East Gadsden High<br>*2 holding ponds<br>*lift station<br><br><br>BID _____<br>per cut |
|  |  |   |   |  |

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Business name (print)

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Signature Date

**THE SCHOOL BOARD OF GADSDEN COUNTY  
MAINTENANCE DEPARTMENT  
805 S. STEWART STREET  
QUINCY, FL. 32351  
RE-BID NO. 1314-02 GROUNDS MAINTENANCE  
REFERENCE FORM**

Please provide all requested information for each reference.

Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied services: \_\_\_\_\_



Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied services: \_\_\_\_\_



Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied services: \_\_\_\_\_

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MAINTENANCE DEPARTMENT  
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Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied 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 \_\_\_\_\_ Date \_\_\_\_\_



**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)(e), 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 CALENDAR 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 \_\_\_\_\_

**MINORITY-OWNED FIRM OR COMPANY**

I (we) do hereby certify that my (our) business qualifies as a minority-owned firm or company. Please check one of the following applicable:

- BLACK
- HISPANIC
- AMERICAN INDIAN-ALASKAN NATIVE
- FEMALE
- PHYSICALLY OR MENTALLY DISABLED
- ASIAN-PACIFIC ISLANDER

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

PRINT NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**Non-Minority Firm or Company**

I (we) do hereby certify that my (our) business does not qualify as a minority-owned firm or company.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

NAMES OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NOTE: Pursuant to Section 289.094, Florida Statutes, it is unlawful for any individual to falsely represent any entity as a minority-owned firm or company for purpose of qualifying for certification as such an enterprise under any program, which, in compliance with federal law, is designed to assist minority-owned firms or companies in receipt of contracts for the provision of goods and services.

**\*NOTE: THIS CERTIFICATION MUST BE SIGNED AND RETURNED WITH YOUR BID IN ORDER FOR YOUR BID TO BE VALID.**

## 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  
**Re- Bid No. 1314-02 Grounds Maintenance**

### 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 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. Proof of Workers' Compensation Insurance for all employees as required by Florida Statutes or a Certificate of Exemption from the Division of Workers' Compensation/FL Dept. Financial Services.</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.

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** \_\_\_\_\_

**BID SUBMITTAL REQUIREMENTS CHECKLIST:** To help ensure that you include all the submittals necessary to complete a thorough evaluation of your Bid, we suggest that you use this check list as a reminder. Please include this checklist along with your response. **Items checked "Required" must be submitted with your response or your Bid will be declared non-responsive.**

| Verified | Required | Description of Submittal                      | Included |
|----------|----------|---|----------|
|          | ✓        | ITB – Bidder Acknowledgement Form – page 1    |          |
|          | ✓        | Level II Background Check and Badges – page 5 |          |
|          | ✓        | Dispute Resolution Contact – page 6, item W   |          |
|          | ✓        | Equipment and Employee Requirements – page 8  |          |
|          | ✓        | Scope of Work – page 10                       |          |
|          | ✓        | Bid Proposal Form – page 11a                  |          |
|          | ✓        | Vendor Reference Forms – pages 12-12a         |          |
|          | ✓        | Drug Free Workplace Certification – page 13   |          |
|          | ✓        | Sworn Statement – pages 14-14a                |          |
|          | ✓        | Minority Owned Firm or Company – page 15      |          |
|          | ✓        | Indemnification & Insurance – pages 16-17     |          |



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: September 24, 2013

TITLE OF AGENDA ITEM: Approval of School Board Policies 4111 (Designation of a New Position) and number 4600 (Job Descriptions).

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request approval of School Board Policies 4111 (Designation of a New Position) and number 4600 (Job Descriptions) to adopt a new job description (Network Coordinator).

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith

POSITION: Deputy Superintendent

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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 \_\_\_\_\_

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

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: September 24, 2013

Suggested script for amending Gadsden County School Policies 4111 (Designation of a New Position) and number 4600 (Job Descriptions).

( ) CHAIRPERSON

The next agenda item is Item Number \_\_\_\_ which includes consideration of, and action upon School Board Policies 4111 (Designation of a New Position) and number 4600 (Job Descriptions). Based upon professional judgment and past experience, modifications of these policies will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on September 24, 2013, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on policies 4111 and 4600. This hearing is being electronically recorded. The hour is now \_\_\_\_ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

( ) SUPERINTENDENT

Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed policies previously described by



you. I recommend that the Board amend School Board Policies Numbered 4111 and 4600.

( ) CHAIRPERSON

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

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

( ) A MEMBER

Mr./Madam Chairperson, I move to amend School Board Policies Numbered 4111 and 4600 .

( ) A MEMBER

I second the motion.

( ) CHAIRPERSON

There is a motion and a second to amend School Board Policies Numbered 4111 and 4600. Is there any further discussion? All in favor of the motion please say aye- All opposed... The policy has been amended and it is so ordered. The next item on the agenda is Item Number \_\_\_\_.

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### NETWORK COORDINATOR

**QUALIFICATIONS:**

- (1) Bachelor's Degree in Computer Science, Management Information Systems, Systems Design and Analysis, Data Processing, Educational Technology or a related field from an accredited institution, or equivalent combination of education and experience.
- (2) Minimum of three (3) years experience in Telecommunications / Networking.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Detailed working knowledge of the concepts of local and area-wide networks including systems management, systems security, anti-virus, peer-to-peer protocols, internet-based systems, filtering technologies, fire walls, e-mail systems, gateways, FIRM Ethernet, token ring, structured cabling design, fiber optics, telecommunication standards, routers, switches, hubs, CSU / DSU units, frame relay, ATM and other equipment / software necessary to design and maintain functional networks within the District. General knowledge of telephone systems and switching devices used in modern telephone systems. Ability to establish and maintain effective working relationships with officials, school personnel, other departments and the general public. Ability to express facts and ideas clearly and concisely both orally and in writing. Ability to trouble-shoot networking problems using Novell Netware Systems and implement corrective action procedures.

**REPORTS TO:**

Director of Media and Technology  
Deputy Superintendent

|                 |
|-----------------|
| <b>JOB GOAL</b> |
|-----------------|

|  |
|--|
| <p>To be responsible for assisting with designing, installing and maintaining telecommunication and networking systems for the District.</p> |
|--|

**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

**NETWORK COORDINATOR (Continued)**  
**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Assist with the assurance that all networking hardware purchased meets District networking guidelines and standards.
- \* (2) Assist to procure networking equipment, including concentrators, hubs, bridges and routers.
- \* (3) Assist with installing and configuring network equipment at required sites.
- \* (4) Assist with documenting local and wide-area networks installed in District facilities.
- \* (5) Assist with designing main and intermediate telecommunication closets.
- \* (6) Assist with documenting all network wiring in all District facilities.
- \* (7) Assist with terminating LAN wiring at distribution location and station.
- \* (8) Assist with tests and verify that all new telecommunication wiring meets current networking standards.
- \* (9) Assist with installing and configuring network operating systems.
- \* (10) Assist with evaluation of software for compatibility with network operating system.
- \* (11) Assist with installing and maintaining application software.
- \* (12) Assist with designing and installing the network protocol and directory services.
- \* (13) Assist with evaluating applicability of new technical developments.
- \* (14) Assist with maintaining a disaster recovery program and assists with scheduled backups.
- \* (15) Assist to identify network and hardware malfunctions and assists in taking appropriate action to resolve issues ensuring data/system integrity.

**Interagency Communication and Delivery**

- \* (16) Assist with reporting on the performance and development planning of the department including recommendations on financial, operational and capital plans.
- \* (17) Assist with analyzing problems (both technical and operational).

**Professional Growth and Improvement**

- \* (18) Attend schools and training sessions for appropriate hardware and software training.
- \* (19) Assist with providing training opportunities for all assigned personnel.
- \* (20) Assist with cross-training personnel within the department as appropriate.

**Systemic Functions**

- \* (21) Prepare specifications of equipment required for network installations.
- \* (22) Manage all electronic repair services for schools and District offices.
- \* (23) Develop, update and revise a manual of computer-related methods and performance standards.
- \* (24) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (25) Assist with the selection, acquisition, installation, maintenance and replacement of telephones in schools and departments and serve as the District contact for telecommunication companies serving the District.
- \* (26) Assist with the development of short- and long-range plans for the conduct, growth and improvement of department programs and services that will enhance the District's mission of enhancing the use of technology.
- \* (27) Assist with recommending new uses for computer technology and equipment or abandonment of unprofitable uses.
- \* (28) Assist with developing implementation procedures for the achievement of priority goals.
- \* (29) Provide assistance to school personnel in the identification of program needs and the selection of appropriate materials and equipment.
- \* (30) Assist in the development of educational specifications for new facilities and equipment, relative to planning modifications and construction of facilities.

\*Essential Performance Responsibilities

PROOF OF PUBLICATION  
TWIN CITY NEWS

Published Weekly at Chattahoochee,  
Gadsden County, Florida

STATE OF FLORIDA  
COUNTY OF GADSDEN ss.

Before the undersigned authority personally appeared KATHY S. JOHNSON, who on oath says that she is Publisher of *Twin City News*, a weekly newspaper published at Chattahoochee, in Gadsden County, Florida; that the attached copy of the advertisement, being a Legal Notice in the matter of Notice of Intent to Amend Policy in the Gadsden Co. Court, was published one (1) times in said newspaper in the issues of August 29, 2013.

Affiant further says that the said *Twin City News* is a newspaper published at Chattahoochee, in said Gadsden County, Florida, and that the said newspaper has heretofore been continuously published in said Gadsden County, Florida, each THURSDAY and has been entered as second-class mail matter at the post office in Chattahoochee, in said Gadsden County, Florida, for a period of one (1) year preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Kathy S. Johnson  
Publisher

Sworn to and subscribed before me  
this 3 day of September, A.D., 2013.

Maria McLendon  
NOTARY PUBLIC PRINTED NAME

Maria McLendon  
NOTARY PUBLIC SIGNATURE



MARIA MCLENDON  
MY COMMISSION NO. 857883  
EXPIRES: January 1, 2017  
Bonded Thru Budgetary Services

Personally Known by Me   
Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

GADSDEN COUNTY, FLORIDA  
AMEND A POLICY  
August 27, 2013  
notice of its intent to amend Gadsden County School  
( ) and Numbered 4600 (Job Descriptions).  
of this policy revision is to comply with Florida  
000.43, Florida Statutes  
0.43, 1003.31 Florida Statutes  
T: NONE  
It is necessary to amend Policies Numbered 4111  
(criptions).  
BOARD MEETING SCHEDULED FOR 6:00 P.M.  
ing  
MADE BY THE SCHOOL BOARD WITH RESPECT  
UNG, HE/SHE WILL NEED A RECORD OF THE  
MAY NEED TO ENSURE THAT A VERBATIM  
RECORD INCLUDES THE TESTIMONY AND  
D.  
Rosalyn W. Smith  
Deputy Superintendent  
E: Reginald C. James  
Superintendent of Schools  
ENT MAY BE EXAMINED DURING BUSINESS  
RATION BUILDING, 35 MARTIN LUTHER KING,  
s, Superintendent of Schools  
nty, Florida, and Secretary and  
fficer of the School Board of  
Florida.

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
NOTICE OF INTENT TO AMEND A POLICY

DATE OF THIS NOTICE: August 27, 2013

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend Gadsden County School Board Policies Numbered 4111 (Designation of a New Position) and Numbered 4600 (Job Descriptions).

**PURPOSE AND EFFECT:** The purpose and effect of this policy revision is to comply with Florida Administrative Code No. 6A-7.0411.

**RULEMAKING AUTHORITY:** Subsection 1000.41, and 1000.43, Florida Statutes

**LAWS IMPLEMENTED:** 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

**SUMMARY OF THE ESTIMATED ECONOMIC IMPACT:** NONE

**FACTS AND CIRCUMSTANCES JUSTIFYING RULE:** It is necessary to amend Policies Numbered 4111 (Designation of a New Position) and Numbered 4600 (Job Descriptions).

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M. ON:** Tuesday, September 24, 2013

**PLACE:** Max D. Walker School Administration Building  
35 Martin Luther King, Jr., Blvd.  
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

**NAME OF THE PERSON ORIGINATING THIS RULE:**

Rosalyn W. Smith  
Deputy Superintendent

**NAME OF THE PERSON WHO APPROVED THIS RULE:**

Reginald C. James  
Superintendent of Schools

**DATE OF SUCH APPROVAL:** August 27, 2013

A COPY OF THE POLICY PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools  
For Gadsden County, Florida, and Secretary and  
Chief Executive Officer of the School Board of  
Gadsden County, Florida.

STATE OF FLORIDA  
COUNTY OF GADSDEN

Before the undersigned author  
SON, who on oath says that she is Pu  
paper published at Chattahoochee, in  
copy of the

Legal Notice  
Notice of Intent to

in the Gadsden Co. Court, was p  
times in said newspaper in the issues o

Affiant further says that the saic  
at Chattahoochee, in said Gadsden Cour  
heretofore been continuously publishe  
THURSDAY and has been entered as s  
in Chattahoochee, in said Gadsden Coun  
ceding the first publication of the attach  
ther says that she has neither paid nor f  
any discount, rebate, commission or ref  
tisement for publication in the said new.

*[Handwritten Signature]*

Sworn to and subscribed before me  
this 3 day of September

Maria McLendon  
NOTARY PUBLIC PRINTED NAME

Maria McLendon  
NOTARY PUBLIC SIGNATURE

Personally Known by Me   
Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_