

AGENDA

REGULAR SCHOOL BOARD MEETING

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

October 22, 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. September 24, 2013, 4:30 p.m. – School Board Workshop
 - b. September 24, 2013, 6:00 p.m. – Regular School Board Meeting
 - c. October 1, 2013, 4:00 p.m. – Student Hearing
 - d. October 1, 2013, 5:00 p.m. – Student Hearing
 - e. October 1, 2013, 6:00 p.m. – Special School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #6**
 - a. Personnel 2013 – 2014

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Two Revenue Loans – Financing for the Classroom Addition at Havana Middle School – Two Resolutions in Accordance with Section 1001.14 F.S. and Chapters 57-665 And 70-693, Laws of Florida – **SEE PAGE #9**

Fund Source: Two Bank Loans and \$1 Million From Capital Outlay Millage
Amount: \$4,095,000 Combined Loan Amount

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Purchase Orders from General Fund – **SEE PAGE #73**

Fund Source: General Fund
Amount: \$40,383.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Orders for Copiers - **SEE PAGE #78**

Fund Source: General Fund 110 Fund and Federal Projects 420 Fund
Amount: \$16,386.96 General Fund and \$1,149.00 IDEA

ACTION REQUESTED: The Superintendent recommends approval.

- c. Purchase Order for Media and Technology - **SEE PAGE #84**

Fund Source: General Fund 110 Fund
Amount: \$56,577.12

ACTION REQUESTED: The Superintendent recommends approval.

- d. Purchase Orders for Dell Computers - **SEE PAGE #88**

Fund Source: Carl Perkins Grant in 420 Fund; Race To The Top in 424 Fund
Amount: \$31,730.46

ACTION REQUESTED: The Superintendent recommends approval.

- e. Purchase Orders for Federal Programs – **SEE PAGE #93**

Fund Source: Title I
Amount: \$22,662.28

ACTION REQUESTED: The Superintendent recommends approval.

- f. Blanket Purchase Orders for Maintenance – **SEE PAGE #99**

Fund Source: General Fund
Amount: \$10,800.00

ACTION REQUESTED: The Superintendent recommends approval.

- g. School Board Approval to Pay Open Invoice to Mike Bryant Lawn Care
SEE PAGE #105

Fund Source: 110
Amount: \$5,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- h. School Board Approval to Pay Open Invoice to Brooks Air Systems
SEE PAGE #107

Fund Source: 110
Amount: \$28,048.00

ACTION REQUESTED: The Superintendent recommends approval.

- i. PAEC Agreement – STEM Transportation – **SEE PAGE #116**

Fund Source: FEFP
Amount: \$1,800.00

ACTION REQUESTED: The Superintendent recommends approval.

- j. Agreement Between Gadsden County School Board and Elevation Healthcare
SEE PAGE #121

Fund Source: FEFP
Amount: \$58.00 per hour

ACTION REQUESTED: The Superintendent recommends approval

- k. Interlocal Agreement with the Gadsden County Board of County Commissioners,
Department of Public Works - **SEE PAGE #125**

Fund Source: 110
Amount: As Per Attachment B

ACTION REQUESTED: The Superintendent recommends approval.

- l. Denial of the E. M. Watson School of Arts Charter School Proposal
SEE PAGE #131

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendents recommends denial.

9. STUDENT MATTERS - **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #07-1314-0211

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material
Case #08-1314-0051
ACTION REQUESTED: The Superintendent recommends approval.
- c. Student Expulsion – See back-up material
Case #09-1314-9102
ACTION REQUESTED: The Superintendent recommends approval.
- d. Student Expulsion – See back-up material
Case #10-1314-0051
ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Solid Waste Collection Agreement with Waste Pro for East Gadsden High School - **SEE PAGE #191**

Fund Source: 110
Amount: \$8,370.00

ACTION REQUESTED: The Superintendent recommends approval.
- b. Re-Roofing Building #3 at Havana Elementary School Bid #1314-03
SEE PAGE #193

Fund Source: 379
Amount: \$27,400.00

ACTION REQUESTED: The Superintendent recommends approval.
- c. Architectural Services by Clemons, Rutherford and Associates for the New PreK through 3rd Grade Classroom Wing at Havana Middle School– **SEE PAGE #212**

Fund Source: 379
Amount: \$453,750.00

ACTION REQUESTED: The Superintendent recommends approval.
- d. Five Year Work Plan – **SEE PAGE #237**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. Approval of District Title I Parental Involvement Plan – **SEE PAGE #254**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Gadsden County Controlled Open Enrollment Plan – **SEE PAGE #268**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

October 22, 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 October 22, 2013.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees October 2013</u>
Classroom Teachers and Other Certified Administrators	120 & 130	459.00
Non-Instructional	110	50.00
	150, 160, & 170	403.00
		912.00

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Abdelgadir, Mohyeldin	EGHS	Teacher	10/14/2013
Anderson, Danielle	EGHS	Teacher	09/03/2013
Cloud, Shanqueria	HMS	Teacher	08/26/2013
Fowler, Nicole	EGHS	Teacher	08/19/2013
Griffin, Ashley	HES	Teacher	08/14/2013
Hayes, Khailah	EGHS	Teacher	08/19/2013
Hemmingway, Judith	GEMS	Teacher	10/15/2013
Kimbrell, Cynthia	GTI	Teacher	08/12/2013
Lightfoot, Jermaine	CPA	Teacher	08/12/2013
Moore, Tunisa	GRES	Teacher	10/14/2013
Norman, Leiann	HES	Teacher	08/12/2013
Parrish, Bobby	EGHS	Teacher	08/19/2013
Riggins, Vann	JASMS	Teacher	08/23/2013
Rogers, Phillip	GEMS	Teacher	09/03/2013
Simmons, Kashonda	GWM	Teacher	08/12/2013
Smith, Christina	JASMS	Teacher	08/26/2013
Williams, Tammy	GWM	Teacher	09/16/2013

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Vernita	ESE	Ed Paraprofessional	08/12/2013
Clark, Tenesia	GWM	Secretary	09/18/2013
Dupont, Natalie	GTI	Job Development Counselor	10/07/2013
Herring, Regina	GWM	Office Manager	09/18/2013
Hutley, Carlos	Media/Technology	Technician	09/07/2013
Potter, Bridget	JASMS	Teacher	08/12/2013
Seymore, David	HES	Head Custodian (interim)	08/01/2013
Smith, Barbara	GTI	Office Manager	10/07/2013
Thomas, Johnny	Media/Technology	Network Coordinator	10/28/2013
Trombley, Calvin	ETO	ETO Specialist	10/01/2013

Instructional

Annual

Campbell, Claudia

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

Leave

<u>Name</u>	<u>Location/Position</u>	<u>Beginning</u>	<u>Ending</u>
Carr, Emma	Transportation/Bus Driver	09/03/2013	11/04/2013
Brown, Elizabeth	Transportation/Bus Driver	09/03/2013	11/04/2013
Riggins, Dale	GTI/Teacher	08/26/2013	12/31/2013
White-Carroll, Tonya	CES/Guidance Counselor	08/20/2013	10/15/2013
Young, Andre	GWM/Custodial Asst.	10/18/2013	06/26/2014

Retirement

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bryant, Terry*	HES	Custodial Asst.	09/05/2013

Resignation

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Dupont, Natalie**	GTI	Office Manager	10/04/2013
Rogers, Phillip	GEMS	Teacher	10/12/2013
Smith, Barbara**	GTI	Asst. Secretary	10/04/2013
Thomas, Dale	HES	Lib. Media Specialist	09/30/2013
Wood, Bonnie	District	Asst. Supt Business/Finance	12/01/2013

Transfers

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Butler, Bridget	CPA/Teacher	GWM/Teacher	09/30/2013
Galloway, Sheila	CPA/Teacher	JASMS/Teacher	08/12/2013

Terminations

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Vickery, Glenda	GRES	Teacher	09/17/2013

Substitutes

<u>Teacher</u>	<u>Transportation</u>
Akins, Chessica	Gammon, Odis
Bagley, Daphney	Jones, Marlon
Peterson, Arprylla	
Price, Toni	
Woodard, Shar'Danae	

*Correction-approved September 24, 2013 Board as resignation.

** Resigned to accept another position within the district

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEMS: Two Revenue Loans – Financing for the Classroom Addition at Havana Middle School – Two Resolutions in Accordance with Section 1001.14 F.S. and CHAPTERS 57-665 AND 70-693, LAWS OF FLORIDA

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Jim Gollahon, the district's financial advisor, from Gollahon Financial Services, Inc. will present a detailed description of the loans and resolutions at the Regular Board Meeting.

Board approval is requested for the attached loans and resolutions.

FUND SOURCE: Two bank loans and \$1 million from capital outlay millage

AMOUNT: \$4,095,000 combined loan amount

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

The School Board of Gadsden County, FL

Funding of the Havana Middle School Wing

- 22 Banks were sent a Loan Request and Credit Package for a \$5 million COP loan on September 17, 2013.
- No proposals were received on the October 1 due date. Banks expressed serious concerns about the district's operating budget and low reserve balances.
- Staff and the finance team developed an alternative plan.
- Sun Trust Bank has agreed to make a \$2,370,000 15 year loan at 3.28% secured by the sales tax revenues. Annual payments will be \$201,366.63.
- Capital City Bank has agreed to make a \$1,725,000 5 year loan at 2.76% secured by legally available revenues. Annual payments will be \$371,723.66.
- The district will contribute approximately \$1.0 million cash.
- With the Board's approval, the Sun Trust loan will close October 31st and the Capital City Bank loan will close on November 1, 2013.

STI Institutional & Government, Inc.
A SunTrust Company
76 S. Laura Street, 20th Floor
Jacksonville, FL 32202
Tel (904) 632-2561
Fax (904) 632-2874

Coley Jones
Vice President
coley.jones@suntrust.com
Cell: (904)-401-4644



October 15, 2013

The School District of Gadsden County
Attention: Bonnie Wood, Asst. Supt. of Business and Finance
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

Re: Proposed Term Loan to the School District of Gadsden County

Dear Ms. Wood:

STI Institutional & Government, Inc. ("STING") is pleased to consider making a term loan (the "*Facility*") in the principal amount of \$2,370,000 to the School District of Gadsden County (the "*Borrower*") based substantially on the proposed summary of terms and conditions set forth on Annex I attached hereto (Annex I, together with this letter, this "*Proposal Letter*").

This Proposal Letter is an expression of interest by STING in the proposed Facility and should not be construed to be, expressly or by implication, a commitment, an offer, an agreement in principle or an agreement by STING to provide the proposed Facility. After STING has conducted further due diligence, we may decide to modify the proposed terms and conditions, or we may decide not to provide the proposed Facility.

This Proposal Letter is for your confidential use only and is sent to you on the condition that neither the existence of this Proposal Letter nor its contents will be disclosed publicly or privately to any person or entity, except to those of the Borrower's officers, employees, agents, counsel or accountants directly involved with this proposed financing and then only on the basis that it not be further disclosed, by which condition the Borrower agrees to be bound upon acceptance of this letter. Without limiting the generality of the foregoing, none of such persons shall use or refer to STING or any of its affiliates in any disclosure made in connection with the proposed transaction without STING's prior written consent.

This Proposal Letter is not intended to, and shall not create a legally binding obligation on the part of the STING or the Borrower. This Proposal Letter constitutes the entire understanding between STING and the Borrower in connection with the proposed Facility as of the date hereof and supersedes any prior written or oral communications or understandings.

This Proposal Letter shall be governed by the laws of the State of Florida.

If you have any questions in connection with this Proposal Letter or any of the proposed terms and conditions, please do not hesitate to contact me.

Yours sincerely,

Borrower: The School District of Gadsden County

Bank: SunTrust Bank

Contact: Coley Jones
Vice President
SunTrust Bank
76 Laura Street, Ste 20
Jacksonville, FL 32202
Phone: 904-632-2561

Facility Type: Bank Qualified Loan in the form of a tax-exempt bond (the "Bond"). The Bond must be a "qualified tax exempt obligation" under Section 265(b)(3) of the Internal Revenue Code.

Purpose The proceeds from the Revenue Bond(s), Series 2013 will be used to fund the construction of a 30,741 square foot classroom wing at the Havana Middle School located at 1210 Kemp Road in Havana, Florida to accommodate students in Pre-kindergarten through Grade 3.

Amount: Up to \$2,370,000.

Terms: Principal and Interest shall be payable calculated on the basis of a 30/360-day year semi-annually on January 1st and July 1st of each year commencing January 1, 2014, with a final maturity date of July 1, 2028. Debt service payments will be level over the life of the loan.

Security: The Series 2013 Bond(s) will be secured by the State Sales Tax (formerly known as "Racetrack Revenues")

Interest Rates: Fixed Rate (Straight 15 Year Amortization):
The following rate will remain fixed through the life of the loan. A fixed rate equal to 3.28% which includes a 30 day rate lock from the time of the letter. The rate can also be locked in for an additional 15 day for 3 additional bps (for a total of 45 days from the date of this letter).

Prepayment No Prepayment Penalty: The Lender will allow prepayment in whole or in part after 3 years without any penalty for the above mentioned interest rate.

After-Tax Yield Maintenance

- The interest rates quoted herein take into consideration a marginal federal corporate tax rate of 35%. In the event of a decrease in the marginal maximum corporate tax rate, the Bank shall have the right to adjust the interest rate upwards in order to maintain the same after tax yield for the Bond. The Lender would be willing to waive for an additional 20 bps.
- Upon an occurrence of a Determination of Taxability, the Borrower hereby agrees to pay to the Lender (i) an additional

amount equal to the difference between (A) the amount of interest paid on the Bonds during the Taxable Period and (B) the amount of interest that would have been paid on the Bonds during the Taxable Period had the Bonds borne interest at the Taxable Rate, plus (ii) an amount equal to any interest, penalties on overdue interest and additions to tax (as referred to in Subchapter A of Chapter 68 of the Code) owed by the Lender as a result of the occurrence of a Determination of Taxability.

Legal Fees:

Our banks counsel will be Michael Wiener at Holland & Knight in Lakeland, FL. Fees for our counsel will be \$5,000 to review and discuss documentation prepared by the counsel to the Borrower.

Covenants and Conditions

- A) All matters relating to this loan, including all instruments and documents required, are subject to the Lender's policies and procedures in effect, applicable governmental regulations and/or statutes, and approval by the Lender and the Lender's Counsel.
- B) Borrower shall submit to the Lender annual financial statements within 270 days of fiscal year end and an annual budget within 30 days of adoption, together with any other information the Lender may reasonably request.
- C) Borrower shall be required to deliver a written opinion from Borrower's Counsel, in form and substance acceptable to the Lender and Lender's Counsel, that all documents are valid, binding and enforceable in accordance with their terms, that execution and delivery of said documents has been duly authorized, and addressing such other matters as the Lender and the Lender's Counsel deem appropriate.
- D) The provisions, terms and conditions contained herein are not inclusive of all the anticipated terms that will be applicable to the credit and do not purport to summarize all of the conditions, covenants, definitions, representations, warranties, but shall include but not be limited to the waiver of jury trial, submission to jurisdiction and venue, right of set off for all accounts in the possession of Lender's affiliates, events of default, remedies including but not limited to acceleration and default rate of 18% or the maximum allowed rate by law. Other provisions that may be contained in documents required to consummate this financing. All of such terms will be set forth in the final, definitive loan documents, and all such terms must be acceptable to the Lender and its counsel. The Lender shall maintain the right to transfer and assign the Bond in whole or in part to accredited investors. Notwithstanding any terms or conditions the Lender will have the right to assign all or a portion of the bond or loan to an affiliate of the Lender in its sole discretion.
- E) The "Bank-Qualified interest rate quoted herein assumes the obligations is a "qualified tax-exempt obligation" as defined in Section 265(b)(3) of the Internal Revenue Service Code. Receipt of opinion from Bond Counsel in form and substance satisfactory to the Lender, which shall include, without limitation, opinion that the interest on the Bond is excludable from gross income of the owners thereof for federal income tax purposes and that the Bond is a qualified tax-exempt obligation under Section 265 (b)(3) of the Internal Revenue Code.
- F) The Borrower agrees to have the interest payments collected via ACH Direct Debit from a SunTrust Bank account of their choice and Online Banking Service.

- G) Debt Service Coverage: The Borrower shall maintain debt service coverage of 1.1 times.

- H) Additional Bonds Test: No additional debt can be secured by Sales Tax revenue without bank permission.

The School Board of Gadsden County, Florida
Sources & Uses Report
 Sales Tax Revenue Bond, Series 2013 - Sun Trust 3.28% Loan

Sources of Funds:	
Principal Amount of Current Interest Bonds (CIBs)	2,370,000.00
Total SOURCES of Funds	\$2,370,000.00
Uses of Funds:	
Deposit to Capital Projects Account	2,321,000.00
Issuance Expenses: (\$49,000.00)	
Bond Counsel	25,000.00
Financial Advisor	19,000.00
Bank Counsel	5,000.00
Total USES of Funds	\$2,370,000.00

Miscellaneous Bond Issuance Information:	
Delivery Date:	10/31/2013
Principal Amount of the New Money Bonds	-
Proceeds of "The (new) Bonds"	2,370,000.00
"All Costs Included" TIC on the New Issue is	-
Federal Arbitrage Yield on the New Issue is	3.59029333%
	3.28043819%

The School Board of Gadsden County, Florida
Sales Tax Revenue Bond, Series 2013 - Sun Trust 3.28% Loan
Dated Date = 10/31/2013 Delivery Date = 10/31/2013

Dates	Term Bond Maturities	Bond Redemptions	Proceeds	Coupon Rate	Yield	Price	Interest Amount	Total Debt Service	Fiscal Year Debt Service
01/01/2014	-	61,125.00	61,125.00	3.280	3.280000	100.000000	13,171.93	74,296.93	-
07/01/2014	-	62,817.76	62,817.76	3.280	3.280000	100.000000	37,865.55	100,683.31	174,980.24
01/01/2015	-	63,847.97	63,847.97	3.280	3.280000	100.000000	36,835.34	100,683.31	-
07/01/2015	-	64,895.08	64,895.08	3.280	3.280000	100.000000	35,788.23	100,683.31	201,366.62
01/01/2016	-	65,959.36	65,959.36	3.280	3.280000	100.000000	34,723.95	100,683.31	-
07/01/2016	-	67,041.09	67,041.09	3.280	3.280000	100.000000	33,642.22	100,683.31	201,366.62
01/01/2017	-	68,140.57	68,140.57	3.280	3.280000	100.000000	32,542.75	100,683.32	-
07/01/2017	-	69,258.07	69,258.07	3.280	3.280000	100.000000	31,425.24	100,683.31	201,366.63
01/01/2018	-	70,393.90	70,393.90	3.280	3.280000	100.000000	30,289.41	100,683.31	-
07/01/2018	-	71,548.36	71,548.36	3.280	3.280000	100.000000	29,134.95	100,683.31	201,366.63
01/01/2019	-	72,721.76	72,721.76	3.280	3.280000	100.000000	27,961.55	100,683.31	-
07/01/2019	-	73,914.39	73,914.39	3.280	3.280000	100.000000	26,768.92	100,683.31	201,366.62
01/01/2020	-	75,126.59	75,126.59	3.280	3.280000	100.000000	25,556.72	100,683.31	-
07/01/2020	-	76,358.67	76,358.67	3.280	3.280000	100.000000	24,324.65	100,683.32	201,366.63
01/01/2021	-	77,610.95	77,610.95	3.280	3.280000	100.000000	23,072.36	100,683.31	-
07/01/2021	-	78,883.77	78,883.77	3.280	3.280000	100.000000	21,799.54	100,683.31	201,366.62
01/01/2022	-	80,177.46	80,177.46	3.280	3.280000	100.000000	20,505.85	100,683.31	-
07/01/2022	-	81,492.37	81,492.37	3.280	3.280000	100.000000	19,190.94	100,683.31	201,366.62
01/01/2023	-	82,828.85	82,828.85	3.280	3.280000	100.000000	17,854.46	100,683.31	-
07/01/2023	-	84,187.24	84,187.24	3.280	3.280000	100.000000	16,496.07	100,683.31	201,366.62
01/01/2024	-	85,567.91	85,567.91	3.280	3.280000	100.000000	15,115.40	100,683.31	-
07/01/2024	-	86,971.22	86,971.22	3.280	3.280000	100.000000	13,712.09	100,683.31	201,366.62
01/01/2025	-	88,397.55	88,397.55	3.280	3.280000	100.000000	12,285.76	100,683.31	-
07/01/2025	-	89,847.27	89,847.27	3.280	3.280000	100.000000	10,836.04	100,683.31	201,366.62
01/01/2026	-	91,320.77	91,320.77	3.280	3.280000	100.000000	9,362.54	100,683.31	-
07/01/2026	-	92,818.43	92,818.43	3.280	3.280000	100.000000	7,864.88	100,683.31	201,366.61
01/01/2027	-	94,340.65	94,340.65	3.280	3.280000	100.000000	6,342.66	100,683.31	-
07/01/2027	-	95,887.84	95,887.84	3.280	3.280000	100.000000	4,795.47	100,683.31	201,366.62
01/01/2028	-	97,460.40	97,460.40	3.280	3.280000	100.000000	3,222.91	100,683.31	-
07/01/2028	-	99,058.75	99,058.75	3.280	3.280000	100.000000	1,624.56	100,683.31	201,366.61
Total	-	2,370,000.00	2,370,000.00				624,112.94	2,994,112.94	2,994,112.94
Acc Int	-	-	-				-	-	-
Grand Ttls	-	2,370,000.00	2,370,000.00				624,112.94	2,994,112.94	2,994,112.94
TIC (Incl. all expenses)		3.59029333%	Average Coupon	3.2799987%					
TIC (Arbitrage TIC)		3.28043819%	Average Life (yrs) ...	8.03	IRS Form 8038-G NIC = 3.280000% (with Adjstmnt of \$0.00).				
Bond Years		19,027.83	WAM (yrs)	8.028622	NIC = 3.280000% (with Adjstmnt of \$0.00).				

The School Board of Gadsden County, Florida
Remaining Principal Balances & Coverage Report
Sales Tax Revenue Bond, Series 2013 - Sun Trust 3.28% Loan

Dates	Principal Balance D/S	Maturing Amount	Principal Payment	Interest	Semi-Annual Total	Annual Total	Coverage x 1.100
10/31/2013	2,370,000.00						
01/01/2014	2,308,875.00	61,125.00	61,125.00	13,171.93	74,296.93		
07/01/2014	2,246,057.24	62,817.76	62,817.76	37,865.55	100,683.31	174,980.24	192,478.26
01/01/2015	2,182,209.27	63,847.97	63,847.97	36,835.34	100,683.31		
07/01/2015	2,117,314.18	64,895.08	64,895.08	35,788.23	100,683.31	201,366.62	221,503.28
01/01/2016	2,051,354.83	65,959.36	65,959.36	34,723.95	100,683.31		
07/01/2016	1,984,313.73	67,041.09	67,041.09	33,642.22	100,683.31	201,366.62	221,503.28
01/01/2017	1,916,173.17	68,140.57	68,140.57	32,542.75	100,683.32		
07/01/2017	1,846,915.10	69,258.07	69,258.07	31,425.24	100,683.31	201,366.63	221,503.29
01/01/2018	1,776,521.19	70,393.90	70,393.90	30,289.41	100,683.31		
07/01/2018	1,704,972.83	71,548.36	71,548.36	29,134.95	100,683.31	201,366.62	221,503.28
01/01/2019	1,632,251.07	72,721.76	72,721.76	27,961.55	100,683.31		
07/01/2019	1,558,336.68	73,914.39	73,914.39	26,768.92	100,683.31	201,366.62	221,503.28
01/01/2020	1,483,210.09	75,126.59	75,126.59	25,556.72	100,683.31		
07/01/2020	1,406,851.42	76,358.67	76,358.67	24,324.65	100,683.32	201,366.63	221,503.29
01/01/2021	1,329,240.47	77,610.95	77,610.95	23,072.36	100,683.31		
07/01/2021	1,250,356.71	78,883.77	78,883.77	21,799.54	100,683.31	201,366.62	221,503.28
01/01/2022	1,170,179.24	80,177.46	80,177.46	20,505.85	100,683.31		
07/01/2022	1,088,686.87	81,492.37	81,492.37	19,190.94	100,683.31	201,366.62	221,503.28
01/01/2023	1,005,858.03	82,828.85	82,828.85	17,854.46	100,683.31		
07/01/2023	921,670.79	84,187.24	84,187.24	16,496.07	100,683.31	201,366.62	221,503.28
01/01/2024	836,102.87	85,567.91	85,567.91	15,115.40	100,683.31		
07/01/2024	749,131.65	86,971.22	86,971.22	13,712.09	100,683.31	201,366.62	221,503.28
01/01/2025	660,734.10	88,397.55	88,397.55	12,285.76	100,683.31		
07/01/2025	570,886.83	89,847.27	89,847.27	10,836.04	100,683.31	201,366.62	221,503.28
01/01/2026	479,566.06	91,320.77	91,320.77	9,362.54	100,683.31		
07/01/2026	386,747.63	92,818.43	92,818.43	7,864.88	100,683.31	201,366.62	221,503.28
01/01/2027	292,406.98	94,340.65	94,340.65	6,342.66	100,683.31		
07/01/2027	196,519.14	95,887.84	95,887.84	4,795.47	100,683.31	201,366.62	221,503.28
01/01/2028	99,058.75	97,460.40	97,460.40	3,222.91	100,683.31		
07/01/2028	0.00	99,058.75	99,058.75	1,624.56	100,683.31	201,366.62	221,503.28
Totals		\$2,370,000.00	\$2,370,000.00	\$624,112.94	\$2,994,112.94	\$2,994,112.94	\$3,293,524.23

RESOLUTION NO. _____

A RESOLUTION OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, AUTHORIZING THE ISSUANCE BY THE SCHOOL BOARD OF GADSDEN COUNTY OF ITS CAPITAL IMPROVEMENT REVENUE BOND, SERIES 2013 IN THE AGGREGATE NOT TO EXCEED AMOUNT OF \$2,500,000 TO PROVIDE FUNDS FOR CERTAIN CAPITAL IMPROVEMENTS; PROVIDING FOR THE PAYMENT OF SUCH 2013 BOND FROM THE PLEDGED REVENUES, INCLUDING CERTAIN AMOUNTS RECEIVED PURSUANT TO CHAPTERS 57-665 AND 70-693, LAWS OF FLORIDA; AUTHORIZING THE NEGOTIATED SALE OF THE 2013 BOND TO STI INSTITUTIONAL & GOVERNMENT, INC.; PROVIDING FOR THE RIGHTS OF THE OWNER OF THE 2013 BOND; MAKING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION WITH THE ISSUANCE OF THE 2013 BOND; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE SCHOOL BOARD OF THE SCHOOL DISTRICT OF GADSDEN COUNTY, FLORIDA:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This resolution is adopted pursuant to the provisions of the Act, hereinafter defined.

SECTION 2. DEFINITIONS. The following terms in this resolution shall have the following meanings unless the text otherwise expressly requires. Where the context so requires, words importing singular number shall include the plural number in each case and vice versa, and words importing persons shall include firms and corporations.

"2013 Bond" shall mean the Issuer's Capital Improvement Revenue Bond, Series 2013 authorized to be issued pursuant to Section 5 hereof.

"2013 Project" shall mean those capital improvements described on Exhibit A attached hereto.

"Act" shall mean Section 212.20(6)(d)6.a., Florida Statutes, as a replacement for moneys previously distributed pursuant to Section 550.135, Florida Statutes, and Chapter 57-665, Laws

of Florida and chapter 70-693, Laws of Florida, each as amended, and other applicable provisions of law.

"Additional Parity Obligations" or "Additional Parity Bonds" shall mean additional obligations issued in compliance with the terms, conditions and limitations contained herein and which shall be on a parity with the 2013 Bond.

"Amortization Installments" with respect to any Term Bonds of a series, shall mean an amount so designated which is established for the Term Bonds of such series, provided that (i) each such installment shall be deemed to be due on such interest or principal maturity date of each applicable year as is fixed by resolution of the Issuer and shall be a multiple of \$5,000, and (ii) the aggregate of such installments for such series shall equal the aggregate principal amount of Term Bonds of such series authenticated and delivered on original issuance.

"Bond Amortization Account" shall mean the account so designated in the Sinking Fund, herein created for the payment of Term Bonds.

"Bond Insurance Policy" shall mean a municipal bond new issue insurance policy issued by the Insurer that guarantees payment of principal of and interest on a series of Bonds.

"Bond Service Requirement" for any Bond Year, as applied to the Bonds of any series, shall mean the sum of:

(1) The amount required to pay the interest becoming due on the Bonds of such series during such Bond Year, except to the extent that such interest shall have been provided by payments into the Sinking Fund out of Bond proceeds for a specified period of time. In the event any series of Bonds bears interest at a variable rate, the amount of interest required to be included in the projected Bond Service Requirement for such series of Bonds for any year shall be the amount of interest which would be payable in such Bond Year assuming that the rate of interest on such Series in such Bond Year was a fixed rate equal to the higher of (i) seven and one-half percent (7.5%) or (ii) the highest variable rate borne over the preceding 24 months by outstanding variable rate debt (issued under the Resolution) or, if no such variable rate debt is at the time outstanding under the Resolution, by variable rate debt for which the interest rate is computed by reference to an index comparable to that to be utilized in determining the interest rate for the debt then proposed to be issued.

(2) The amount required to pay the principal of Serial Bonds of such series maturing in such Bond Year.

(3) The Amortization Installment for the Term Bonds of such series for such Bond Year. In computing the Bond Service Requirement for any Bond Year for Bonds of any series, the Issuer shall assume that an amount of the Term Bonds of such series equal to the Amortization Installment for the Term Bonds of such series for such Bond Year will be retired

by purchase or redemption in such Bond Year or that payment of such amount of Term Bonds at maturity will be fully provided for in such Bond Year. When determining the amount of principal of and interest on the Bonds which mature in any year, for purposes of this Resolution or the issuance of any Additional Parity Bonds, the stated maturity date of Term Bonds shall be disregarded, and the Amortization Installment, if any, applicable to Term Bonds in such year shall be deemed to mature in such year. In the event the Issuer has purchased or entered into an agreement to purchase direct obligations of the United States of America or obligations the principal of and interest on which are fully guaranteed by the United States of America ("Government Obligations"), from moneys in the Bond Amortization Account, then the income received or to be received on such Government Obligations from the date of acquisition thereof to the date of maturity thereof, shall be taken into consideration in calculating the payments which will be required to be made into the Sinking Fund.

(4) The Bond Service Requirement for any Bond Year shall be adjusted to reflect any amounts on deposit in the Sinking Fund in excess of current requirements (including deficiencies in prior requirements) and available for the payment of the Bond Service Requirement in such Bond Year.

"Bond Year" shall mean the annual period ending on a principal maturity date.

"Bondholder" shall mean any Registered Owner of any Bond.

"Bonds" shall mean the 2013 Bond and all Additional Parity Bonds.

"Chairman" shall mean the Chairman of the School Board and in his or her absence, the Vice Chairman or such other person authorized to act in his or her behalf.

"Code" shall mean the Internal Revenue Code of 1986, as amended and the regulations applicable thereto.

"District" shall mean the School District of Gadsden County, Florida.

"Insurer" shall mean a nationally recognized financial institution chosen by the Issuer which issues a letter of credit, municipal bond insurance policy or other guaranty of the payment of principal and interest on the Bonds. The Insurer, if any, shall be established by supplemental resolution hereto.

"Issuer" or "School Board" shall mean the School Board of Gadsden County, Florida, the governing body of the District, a governmental authority created by article IX, section 4 of the Florida Constitution.

"Maximum Bond Service Requirement" shall mean, as of any particular date of calculation, the greatest amount of aggregate Bond Service Requirement for the then current or any future Bond Year.

"Paying Agent" shall mean initially, the Registrar, and thereafter any person, firm, or corporation so designated by the Issuer as paying agent for the Bonds.

"Pledged Revenues" shall mean the moneys distributed to the School Board pursuant to the Act and until applied as provided in this Resolution, the moneys including investments thereof in the funds and accounts under this Resolution.

"Registrar" shall mean such person, firm or corporation as may, from time to time be designated by the Issuer as the Registrar for the Bonds, and initially shall mean the Secretary.

"Registered Owner" or "Owner" shall mean the holder or owner of any Bonds as shown on the registration books kept for such purpose by the Registrar.

"Resolution" shall mean this resolution of the Issuer as hereafter amended and supplemented from time to time in accordance with the provisions hereof.

"Revenue Fund" shall mean the fund as designated and created pursuant to Section 14B hereof.

"Secretary" shall mean the Superintendent of the School Board as ex-officio Secretary of the School Board.

"Serial Bonds" shall mean the Bonds of a series which shall be stated to mature in annual installments.

"Sinking Fund" shall mean the fund so designated, created pursuant to Section 14C(1) hereof.

"State" shall mean the State of Florida.

"Taxable Bonds" shall mean Bonds issued hereunder the interest on which is not exempt from federal taxation.

"Tax Exempt Bonds" shall mean Bonds issued hereunder the interest on which is exempt from federal taxation.

"Term Bonds" shall mean the Bonds of a series all of which shall be stated to mature on one date and which shall be subject to retirement by operation of the Bond Amortization Account.

SECTION 3. FINDINGS. It is hereby found, determined and declared that:

A. The Pledged Revenues have not previously been pledged under the Act and are not now pledged or encumbered in any manner.

B. The principal of and interest on the Bonds and all required Sinking Fund, and other payments shall be limited and special obligations of the Issuer, payable solely from and secured by an irrevocable pledge of the Pledged Revenues, as provided herein. The Bonds shall not constitute an indebtedness, liability, general or moral obligation, or a pledge of the faith, credit or taxing power of the Issuer, the District, the State, or any political subdivision thereof, within the meaning of any constitutional or statutory provisions and limitations. Neither the State, any political subdivision thereof, the District nor the Issuer shall be obligated (1) to exercise its ad valorem taxing power or any other taxing power in any form on any real or personal property to pay the principal of, premium, if any, and interest on the Bonds, or to make any of the required Sinking Fund, or other payments thereon, or other costs incidental thereto or (2) to pay the same from any other funds of the Issuer except from the Pledged Revenues, in the manner provided herein.

C. The Bonds shall not constitute a lien upon any property of the Issuer, but shall be payable only from the Pledged Revenues in the manner provided herein.

D. It is necessary and desirable to acquire and construct the 2013 Project, in order to preserve and protect the public health, safety and welfare of the inhabitants of the Issuer.

E. The costs associated with the 2013 Project shall be deemed to include legal expenses and fiscal expenses and such other expenses as may be necessary or incidental for the financing herein authorized.

F. Due to the present volatility of the market for tax-exempt obligations such as the 2013 Bond and the complexity of the transactions relating to such 2013 Bond, it is in the best interest of the School Board that the 2013 Bond be sold by a negotiated sale in order to take advantage of the current market conditions, allowing market entry at the most advantageous time, rather than at a specified advertised date, thereby obtaining the best possible price and interest rate for the 2013 Bond.

G. STI Institutional & Government, Inc. ("STING") proposed to offer a loan to the School Board and the School Board desires to accept the commitment for the loan, a copy of which is attached hereto as Exhibit B (the "Commitment"). Prior to the issuance of the 2013 Bond, the Issuer shall receive from STING a Purchaser's Certificate, a form of which is attached hereto as Exhibit C and a Disclosure Letter containing the information required by section 218.385, Florida Statutes, a form of which is attached hereto as Exhibit D.

H. The estimated Pledged Revenues will be sufficient to pay all principal of and interest on the 2013 Bond to be issued hereunder, as the same becomes due, and to make all required Sinking Fund, and other payments required by this Resolution.

SECTION 4. THIS RESOLUTION TO CONSTITUTE A CONTRACT. In consideration of the acceptance of the Bonds authorized to be issued hereunder by those who shall hold the same from time to time, this Resolution shall be deemed to be and shall constitute a contract between the Issuer and such holders. The covenants and agreements herein set forth to be performed by the Issuer shall be for the equal benefit, protection and security of the legal holders of any and all of the Bonds, all of which shall be of equal rank and without preference, priority or distinction of any of the Bonds over any other thereof, except as expressly provided therein and herein.

SECTION 5. AUTHORIZATION OF THE 2013 PROJECT AND THE 2013 BOND. The acquisition and construction of the 2013 Project is hereby authorized. The cost of the 2013 Project authorized herein shall be deemed to include, without limitation, the fees of fiscal agents, financial advisors or consultants; administrative expenses relating solely to the acquisition and construction of the 2013 Project; and such other costs and expenses as may be necessary or incidental to the acquisition and construction of the 2013 Project. Subject and pursuant to the provisions hereof, an obligation of the Issuer to be known as "Capital Improvement Revenue Bond, Series 2013" is authorized to be issued in the aggregate principal amount not exceeding \$2,500,000.

SECTION 6. DESCRIPTION OF BONDS. The Bonds shall be dated as of the date of issuance; may be Serial Bonds, Term Bonds, or a combination thereof; shall be designated "R-1" and numbered consecutively from one upward in order of authentication; shall be in such denominations of not less than \$100,000 and integral multiples thereof, shall bear interest at such rate or rates not exceeding the maximum legal rate allowable by law to be payable at such times, shall be redeemable at such times and in such amounts, and shall mature either annually or semi-annually on such dates and in such years and amounts, all as set forth by a resolution supplemental hereto or in Section 18 hereof, with respect to the 2013 Bond. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid, until payment of the principal sum.

The Bonds shall be issued in fully registered form, shall be payable with respect to both principal and premium, if any, upon presentation and surrender on the date fixed for maturity or redemption thereof at the office of the Paying Agent; and shall be payable in any coin or currency of the United States of America which at the time of payment is legal tender for the payment of public or private debts, all in accordance with and pursuant to the terms of this Resolution, as amended and supplemented, and the Bonds. Interest on Bonds in registered form, when due and payable, shall be paid by check or draft mailed to the person in whose name the Bond is registered, at the address shown in the Bond Register, as of the close of business on the 15th day of the month (whether or not a business day) next preceding the

interest payment date for the Bonds (the "Record Date") irrespective of any transfer of the Bonds subsequent to such Record Date and prior to such interest payment date; except that the Registrar will, at the request of any Registered Owner of one million dollars (\$1,000,000) or more in aggregate principal amount of Bonds, make payments of interest on such Bonds by wire transfer to the account designated by such Registered Owner to the Registrar in writing at least five (5) days before the Record Date of such payments. In the event the Issuer shall be in default in the payment of interest due on any interest payment date, such defaulted interest shall be payable to the persons in whose names the Bonds are registered at the close of business on a special record date for the payment of defaulted interest as established by notice mailed by the Bond Registrar to the Registered Owners of the Bonds not less than fifteen days preceding such special record date. Such notice shall be mailed to the persons in whose names such Bonds are registered at the close of business on the fifth (5th) day preceding the date of mailing.

If the date for payment of the principal of, premium, if any, or interest on the Bonds shall be a Saturday, Sunday, legal holiday or a day on which the banking institutions in the city where the office of the Paying Agent is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday or legal holiday or day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

SECTION 7. EXECUTION OF BONDS. The Bonds shall be executed in the name of the Issuer by the Chairman and attested by the Secretary, either manually or with their facsimile signatures, and the official seal of the Issuer or a facsimile thereof shall be affixed thereto or reproduced thereon. For such purposes, the facsimile signature of such officers may be imprinted or reproduced on the Bonds. The Certificate of Authentication of the Registrar, shall appear on the Bonds, and no Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless such certificate shall have been duly executed by the Registrar. The authorized signature for the Registrar shall at all times be a manual signature. In case any one or more of the officers who shall have signed or sealed any of the Bonds shall cease to be such officer of the Issuer before the Bonds so signed and sealed shall have been actually sold and delivered, such Bonds shall nevertheless be sold and delivered as herein provided and may be issued as if the person who signed or sealed such Bonds had not ceased to hold such office. The Bonds shall be signed and sealed on behalf of the Issuer by such person who at the actual time of execution of such Bonds shall hold the proper office with the Issuer, although on the date of such Bonds such person may not have held such office or may not have been so authorized.

SECTION 8. NEGOTIABILITY AND REGISTRATION.

A. Subject to the provisions hereof respecting registration and transfer, the Bonds shall be and shall have all the qualities and incidents of negotiable instruments under the laws of the State, and each successive holder, in accepting any of the Bonds, shall be conclusively

deemed to have agreed that the Bonds shall be and have all of such qualities and incidents of negotiable instruments under the Uniform Commercial Code - Investment Securities of the State of Florida.

B. There shall be a Registrar for the Bonds which shall initially be the Secretary. Any replacement Registrar shall be a bank or trust company located within or without the State. The Registrar shall maintain the registration books of the Issuer and be responsible for the transfer and exchange of the Bonds.

Bonds may be transferred upon the registration books, upon delivery to the Registrar, together with written instructions as to the details of the transfer of such Bonds, along with the address and social security number or federal taxpayer identification number of such transferee and, if such transferee is a trust, the name and social security number or federal taxpayer identification number of the settlor and all beneficiaries of the trust, the date of the trust and the name of the trustee. No transfer of any Bond shall be effective until entered on the registration books maintained by the Bond Registrar.

Upon surrender for transfer or exchange of any Bond, the Issuer shall execute and the Registrar shall authenticate and deliver in the name of the Registered Owner or the transferee or transferees, as the case may be, a new fully registered Bond or Bonds of authorized denominations of the same maturity and interest rate for the aggregate principal amount which the registered owner is entitled to receive at the earliest practicable time in accordance with the provisions of this Resolution. The Issuer or the Registrar may charge the Bondholder of such Bond for every such transfer or exchange an amount sufficient to reimburse them for any tax, fee, or other governmental charge required to be paid with respect to such transfer, and may require that such charge be paid before any such new Bond shall be delivered.

All Bonds presented for transfer, exchange, redemption or payment (if so required by the Registrar), shall be accompanied by a written instrument or instruments of transfer or authorization for exchange, in form and with guaranty of signature satisfactory to the Registrar, duly executed by the registered owner or by his duly authorized attorney in fact or legal representative.

All Bonds delivered upon transfer or exchange shall be dated and shall bear interest from such date that neither gain nor loss in interest shall result from the transfer or exchange. New Bonds delivered upon any transfer or exchange shall be valid obligations of the Issuer, evidencing the same debt as the Bond surrendered, shall be secured by this Resolution and shall be entitled to all of the security and the benefits hereof to the same extent as the Bonds surrendered.

The Issuer and the Registrar may treat the person in whose name any Bond is registered as the absolute owner thereof for all purposes, whether or not such Bonds shall be overdue, and shall not be bound by any notice to the contrary. The person in whose name any Bond is

registered may be deemed the Registered Owner thereof by the Issuer and the Registrar, and any notice to the contrary shall not be binding upon the Issuer and the Registrar.

C. Whenever any Bonds shall be delivered to the Registrar for cancellation, upon payment of the principal amount thereof, or for replacement, transfer or exchange, such Bonds shall be cancelled and, upon request of the Issuer, destroyed by the Registrar. Counterparts of the Certificate of destruction evidencing any such destruction shall be furnished to the Issuer.

D. Prior to the delivery of the Bonds, the Chairman or Secretary, on behalf of the Issuer, may enter into an agreement in usual and customary form (the "Book Entry Agreement") with the Registrar and Paying Agent and with Depository Trust Company ("DTC") or any successor thereto, or other securities depository, with such changes in the Book Entry Agreement as may be approved by the Chairman or Secretary, his or her execution thereof to be conclusive proof of his or her approval, and make such other provision and perform such further acts as may be necessary or convenient to provide for the distribution of the Bonds in book entry form. In connection therewith, the Chairman or Secretary shall be authorized to execute and deliver an appropriate letter of representations regarding the book-entry system.

The Book Entry Agreement may provide that the Bonds shall be immobilized in the custody of DTC, with the Beneficial Owners of the Bonds having no right to receive the Bonds in the form of physical securities or Bonds. In such event, ownership of the Bonds shall be shown by book entry on the system maintained and operated by DTC and its participants, and transfers of ownership of beneficial interests shall be made only by DTC and its participants, by book entry, the Issuer having no responsibility therefor. The Bonds in book entry form as set forth herein shall not be transferable or exchangeable, except for transfer to another Depository or to another nominee of a Depository, without further action by the Issuer.

SECTION 9. BONDS MUTILATED, DESTROYED, STOLEN OR LOST. In case any Bond shall become mutilated, or be destroyed, stolen or lost, the Issuer may in its discretion issue and deliver a new Bond of like tenor as the Bond so mutilated, destroyed, stolen or lost, in exchange and substitution for such mutilated Bond upon surrender and cancellation of such mutilated Bond or in lieu of and substitution for the Bond destroyed, stolen or lost, and upon the Registered Owner furnishing the Issuer proof of his ownership thereof and satisfactory indemnity and complying with such other reasonable regulations and conditions as the Issuer may prescribe and paying such expenses as the Issuer may incur. All Bonds so surrendered shall be cancelled by the Registrar. If any of the Bonds shall have matured or be about to mature, instead of issuing a substitute Bond, the Issuer may pay the same, upon being indemnified as aforesaid, and if such Bonds be lost, stolen or destroyed, without surrender thereof.

Any such duplicate Bonds issued pursuant to this section shall constitute original, additional contractual obligations on the part of the Issuer; whether or not the lost, stolen or destroyed Bonds be at any time found by anyone, and such duplicate Bonds shall be entitled to

equal and proportionate benefits and rights as to lien on the source and security for payment from the funds, as hereinafter pledged, to the same extent as all other Bonds issued hereunder.

SECTION 10. PROVISIONS FOR REDEMPTION. The Bonds shall be redeemable by operation of the Bond Amortization Account and at the option of the Issuer, as provided by the purchase offer related thereto. Upon the optional redemption of any Term Bonds in any Bond Year in amounts in excess of the applicable Amortization Installment, if any, for such Term Bonds in such Bond Year, the remaining Amortization Installments for such Term Bonds shall be adjusted to reflect such optional redemption; whether in inverse chronological order or such other manner as the Issuer shall determine at the time of such redemption. Bonds in denominations greater than \$100,000 shall be deemed to be an equivalent number of Bonds of the denomination of \$100,000. In the event a Bond is of a denomination greater than \$100,000, a portion of such may be redeemed, but Bonds shall be redeemed only in the principal amount of \$100,000 or any integral multiple thereof.

In the event any of the Bonds or portions thereof are called for redemption as aforesaid, notice thereof will be given by the Registrar in the name of the School Board, of the redemption of such Bonds, which notice shall specify the series and maturities and interest rates within maturities, if any, of the Bonds to be redeemed, the date of issue of such Bonds as originally issued, the redemption date and the place or places where amounts due upon such redemption will be payable and, if fewer than all of the Bonds of any like Series, maturity and interest rate within maturities are to be redeemed, the letters and numbers or other distinguishing marks of such Bonds so to be redeemed, the CUSIP numbers of such Bonds to be redeemed, if any, and, in the case of the Bonds to be redeemed in part only, such notice shall also specify the respective portions of the principal amount thereof to be redeemed. Such notice shall further state that on such date there shall become due and payable upon each Bond to be redeemed the redemption price thereof, or the redemption price of the specified portions of the principal thereof in the case of Bonds to be redeemed in part only, together with interest accrued to the redemption date, and that from and after such date interest thereon shall cease to accrue and be payable. Such notice shall further state any conditions that must be satisfied prior to the redemption of the Bonds subject to such notice. Except as may be otherwise set forth with respect to a series of Bonds in a supplemental resolution authorizing such series or Section 18 with respect to the 2013 Bond, such notice shall be mailed by the Registrar, postage prepaid, not less than 30 nor more than 60 days before the redemption date, to the registered owners of any Bonds (including Bonds registerable only as to principal) or portions of Bonds which are to be redeemed, at their last addresses appearing upon the Bond Register at the close of business on the last business day of the month preceding the month for which notice is mailed. Failure to give such notice, to the registered owner of any Bonds or any defect therein shall not affect the validity of the proceedings for the redemption of Bonds not containing such defect.

Notice having been mailed to the Registered Owners in the manner and under the conditions herein provided, the Bonds or portions of Bonds so called for redemption shall, on the redemption date designated in such notice, become and be due and payable at the

redemption price provided for redemption of such Bonds or portions of Bonds on such date. On the date so designated for redemption, notice having been mailed and filed and moneys for payment of the redemption price being held in separate accounts in trust for the holders of the Bonds or portions thereof to be redeemed (which deposit may be a condition to redemption provided in notice thereof), all as provided in this Resolution, interest on the Bonds or portions of Bonds so called for redemption shall cease to accrue, such Bonds and portions of Bonds shall cease to be entitled to any lien, benefit or security under this Resolution, and the Owners of such Bonds or portions of Bonds, shall have no rights in respect thereof except to receive payment of the redemption price thereof.

Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer, if any.

Upon surrender of any Bond for redemption in part only, the Issuer shall issue and deliver to the holder thereof, the costs of which shall be paid by the Issuer, a new Bond or Bonds of authorized denominations in aggregate principal amount equal to the unredeemed portion surrendered.

SECTION 11. FORM OF BONDS. The text of the Bonds shall be in substantially the following form with such omissions, insertions and variations as may be necessary and desirable and authorized and permitted by this Resolution or by any subsequent resolution adopted prior to the issuance thereof:

[Remainder of page intentionally left blank]

No. R- _____

\$ _____

UNITED STATES OF AMERICA
STATE OF FLORIDA
SCHOOL DISTRICT OF GADSDEN COUNTY, FLORIDA
[TAXABLE] CAPITAL IMPROVEMENT [REFUNDING] REVENUE BONDS, SERIES _____

Rate of Interest	Maturity Date	Dated Date	CUSIP
_____ %	_____	_____	_____

Registered Owner:

Principal Amount:

KNOW ALL MEN BY THESE PRESENTS, that the School Board of Gadsden County, Florida (the "School Board"), the governing body of the School District of Gadsden County, Florida (the "District"), a governmental authority created by article IX, section 4 of the Florida Constitution, for value received, hereby promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, the Principal Amount shown above, solely from the revenues hereinafter mentioned, and to pay solely from such revenues, interest on said sum from the Dated Date of this Bond or from the most recent interest payment date to which interest has been paid, at the Rate of Interest per annum set forth above until the payment of such principal sum, such interest being payable on _____, and semiannually thereafter on _____ 1 and _____ 1 of each year. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof on the date fixed for maturity or redemption at the office of the Secretary of the School Board (the "Paying Agent") which as of the Dated Date is located in Gadsden County, Florida, or at the office designated for such payment of any successor thereof. The interest on this Bond, when due and payable, shall be paid by check or draft mailed to the Registered Owner, at his or her address as it appears on the Bond Register, at the close of business on the fifteenth (15th) day of the month (whether or not a business day) next preceding the interest payment date (the "Record Date"), irrespective of any transfer of this Bond subsequent to such Record Date and prior to such interest payment date; except that the Registrar will, at the request of any Registered Owner of one million dollars (\$1,000,000) or more in aggregate principal amount of Bonds, make payments of interest on such Bonds by wire transfer to the account designated by such Registered Owner to the Registrar in writing at least five (5) days before the Record Date of such payments. In the event the Issuer shall be in default in payment of interest due on such interest payment date, such defaulted interest shall be payable to the person in whose name such Bond is registered at the close of business on a special record date for the payment of defaulted interest as established by notice mailed by the Registrar to the Registered Owner not less than fifteen (15) days preceding such special record date. Such notice shall be mailed to the person in whose name such Bond is registered at the close of business on the fifth (5th) day preceding the date of mailing. All amounts due hereunder shall be payable in any coin or

currency of the United States, which is, at the time of payment, legal tender for the payment of public or private debts.

This Bond is one of a duly authorized issue of Bonds in the aggregate principal amount of \$_____ of like date, tenor and effect, except as to number, series designation, maturity and interest rate (the "Bonds") issued to finance or refinance the costs of certain Projects, including capital improvements to school facilities, all as more fully described in the Resolution, as defined herein. The Bonds are issued pursuant to the authority of and in full compliance with the Constitution and laws of the State of Florida, including particularly chapter 57-665, Laws of Florida, chapter 70-693, Laws of Florida, and section 212.20(6)(d)6.a., Florida Statutes, as a replacement for moneys previously distributed pursuant to section 550.135, Florida Statutes, each as amended, and other applicable provisions of law (collectively, the "Act"), and a resolution duly adopted by the School Board of the District on _____, as supplemented (collectively, the "Resolution"), and are subject to all the terms and conditions of such Resolution.

This Bond and the issue of Bonds of which it is a part, are limited and special obligations of the School Board payable solely from and secured by an irrevocable pledge of the Pledged Revenues, as defined and described in the Resolution, consisting of the moneys distributed to the School Board pursuant to the Act and until applied as provided in the Resolution, the moneys including investments thereof in the funds and accounts under the Resolution.

The principal of and interest on the Bonds and all required Sinking Fund, and other payments shall be limited and special obligations of the School Board, payable solely from and secured by an irrevocable pledge of the Pledged Revenues, as provided in the Resolution. This Bond does not constitute an indebtedness, liability, general or moral obligation, or a pledge of the faith, credit or taxing power of the School Board, the District, the State of Florida or any political subdivision thereof, within the meaning of any constitutional or statutory provision or limitation. Neither the State of Florida, any political subdivision thereof, the District, nor the School Board shall be obligated (1) to exercise its ad valorem taxing power or any other taxing power in any form on any real or personal property in Gadsden County, Florida to pay the principal of, premium, if any, and interest on the Bonds, or to make any of the required Sinking Fund, or other payments thereon or other costs incident thereto or (2) to pay the same from any other funds of the School Board, except from the Pledged Revenues, in the manner provided herein and in the Resolution. It is further agreed between the School Board and the registered holder of this Bond that this Bond and the indebtedness evidenced hereby shall not constitute a lien upon any property of the School Board, but shall be payable only from the Pledged Revenues, in the manner provided in the Resolution.

In and by the Resolution the School Board has covenanted and agreed with the owners of the Bonds that it will (1) take all action legally available to it to ensure the receipt of Pledged Revenues sufficient to make all payments of principal and interest on the Bonds, as and when the same become due, and all other payments required by the Resolution, and will take no

action which will impair or adversely affect its receipt of the Pledged Revenues, and (2) set up and appropriate in the annual School Board budget for expenditure from the Pledged Revenues, in each of the fiscal years during which the Bonds are outstanding and unpaid, sufficient amounts of such Pledged Revenues to pay one hundred per centum (100%) of the principal and interest becoming due in such year on the outstanding Bonds of this issue and on all other obligations payable on a parity therewith, plus one hundred per centum (100%) of all other payments required by the Resolution. Pursuant to the Resolution, the School Board has reserved the right to issue additional obligations, payable on a parity with the Bonds, in the manner, and upon the terms and conditions provided in the Resolution; has provided that for certain purposes related to Bondholder's remedies, the Insurer, if any, shall be deemed to be the sole owner of the Bonds; and has entered into certain other covenants and agreements respecting the Bonds, as to which reference is made to the Resolution.

[INSERT REDEMPTION PROVISIONS]

Bonds in denominations greater than \$100,000 shall be deemed to be an equivalent number of Bonds of the denomination of \$100,000. In the event a Bond is of a denomination larger than \$100,000, a portion of such Bond may be redeemed, but Bonds shall be redeemed only in the principal amount of \$100,000 or any integral multiple thereof. In the event any of the Bonds or portions thereof are called for redemption as aforesaid, notice thereof identifying the Bonds or portions thereof to be redeemed will be given by the Registrar (who shall be the paying agent for the Bonds, or such other person, firm or corporation as may from time to time be designated by the School Board as the Registrar for the Bonds) prior to the date fixed for redemption to the Registered Owner of each Bond to be redeemed in whole or in part in the manner provided in the Resolution. Failure to give such notice to any Owner of Bonds, or any defect therein, shall not affect the validity of any proceeding for the redemption of the Bonds. All Bonds so called for redemption will cease to bear interest after the specified redemption date provided funds for their redemption are on deposit at the place of payment at that time. Upon surrender of any Bond for redemption in part only, the School Board shall issue and deliver to the Registered Owner thereof, the costs of which shall be paid by the School Board, a new Bond or Bonds of authorized denominations in aggregate principal amount equal to the unredeemed portion surrendered.

If the date for payment of the principal of, premium, if any, or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the city where the office of the Paying Agent is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

It is hereby certified and recited that all acts, conditions and things required to exist, to happen and to be performed precedent to and in the issuance of this Bond exist, have happened and have been performed in regular and due form and time as required by the laws and

Constitution of the State of Florida applicable thereto, and that the issuance of the Bonds of this issue does not violate any constitutional or statutory limitations or provisions.

Subject to the provisions set forth herein for registration and transfer, this Bond is and has all the qualities and incidents of a negotiable instrument under the Uniform Commercial Code - Investment Securities of the State of Florida.

The Bonds are issued in the form of fully registered Bonds without coupons in denominations of \$5,000 or any integral multiple of \$5,000. Subject to the limitations and upon payment of the charges provided in the Resolution, Bonds may be exchanged for a like aggregate principal amount of Bonds of the same series, rate of interest and maturity of other authorized denominations. This Bond is transferable by the Registered Owner hereof in person or by his attorney duly authorized in writing, at the principal office of the duly appointed Registrar, but only in the manner, subject to the limitations and upon payment of the charges provided in the Resolution, and upon surrender and cancellation of this Bond. Any Bonds delivered for transfer shall be accompanied by written instrument of transfer, in form and with guaranty of signature satisfactory to the Registrar, specifying the details of the transfer of such Bonds, along with the address and social security number or federal taxpayer identification number of such transferee and, if such transferee is a trust, the name and social security or federal taxpayer identification numbers of the settlor and beneficiaries of the trust, the federal taxpayer identification number and date of the trust and the name of the trustee. In all cases of the transfer of a Bond, the Registrar shall enter the transfer of ownership in the registration books and shall authenticate and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of authorized denominations of the same maturity and interest rate for the aggregate principal amount which the Registered Owner is entitled to receive at the earliest practicable time in accordance with the provisions of the Resolution. No transfer of any Bond shall be effective until entered on the registration books maintained by the Bond Registrar. The School Board may deem and treat the Registered Owner hereof as the absolute owner hereof (whether or not this Bond shall be overdue) for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the School Board shall not be affected by any notice to the contrary.

This Bond shall not be deemed valid or obligatory for any purpose unless the Bond of Authentication endorsed hereon shall have been duly executed by the manual signature of an authorized officer of the Registrar.

IN WITNESS WHEREOF, the School Board has issued this Bond and has caused the same to be executed by the manual or facsimile signature of the Chairman of the School Board and attested by the manual or facsimile signature of the Superintendent, ex-officio Secretary to the School Board and its seal or a facsimile thereof to be affixed, impressed, imprinted, lithographed or reproduced hereon, as of the Dated Date set forth above.

SCHOOL BOARD OF GADSDEN
COUNTY, FLORIDA

(SEAL)

By: _____
Chairman
School Board of Gadsden County,
Florida

ATTEST:

By: _____
Superintendent, ex-officio
Secretary of the School Board of
Gadsden County, Florida

AUTHENTICATION OF BOND REGISTRAR

This Bond is one of the issue of the within described Bonds. The Dated Date, the Principal Amount, Rate of Interest, Maturity Date and Registered Owner shown above are correct in all respects and have been recorded, in accordance with the Resolution, in the Bond Register maintained for such purposes at the principal offices of the undersigned.

By _____
Authorized Signature

Date of Authentication

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned _____

(the "Transferor"), hereby sells, assigns, and transfers unto

_____ (Please insert name and Social Security or Federal Employer Identification number of assignee) the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints

_____ (the "Transferee") as attorney to register the transfer of the within Bond on the books kept for registration thereof, with full power of substitution in the premises.

Date: _____

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or a trust company.

NOTICE: No transfer will be registered and no new Bond will be issued in the name of the Transferee, unless the signature(s) to this assignment corresponds with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever and the Social Security or Federal Employer Identification Number of the Transferee is supplied.

[END OF FORM]

SECTION 12. APPLICATION OF 2013 BOND PROCEEDS. The proceeds, including accrued interest and premium, if any, received from the sale of the 2013 Bond shall be applied by the Issuer simultaneously with the delivery of the 2013 Bond to the purchaser thereof, as follows:

A. To the extent not paid or reimbursed therefor by STING, the Issuer shall pay all costs and expenses in connection with the preparation, issuance and sale of the 2013 Bond.

B. The proceeds of the 2013 Bond remaining after the foregoing payments have been made shall be deposited into the "School Board of Gadsden County, Florida Capital Improvement Revenue Bond, Series 2013 Construction Fund" (the "Construction Fund") hereby created and established and shall be used to pay for the costs of the 2013 Project. Such costs shall include, but shall not be limited to, reimbursement of advances from other funds of the Issuer for payment of any part of the 2013 Project, and all costs paid or incurred for engineering, design or construction of the 2013 Project. Any funds on deposit in the Construction Fund which, in the opinion of the Issuer, acting upon the recommendation of the Assistant Superintendent for Business and Finance, are not immediately necessary for expenditure may be invested in the manner authorized by law in authorized investments, maturing at such times as the moneys in the Construction Fund will be needed for their intended purposes. All such securities shall be held by the depository bank, and all income derived therefrom shall be deposited in the Construction Fund until the 2013 Project has been completed, at which time such income, together with any balance remaining in the Construction Fund, shall, at the option of the Issuer, be deposited in the Sinking Fund. All expenditures or disbursements from the Construction Fund shall be made only after such expenditures or disbursements shall have been approved in writing by the Assistant Superintendent for Business and Finance. The date of the completion of the 2013 Project shall be determined by the Assistant Superintendent for Business and Finance.

However, to the extent there are no other available funds held hereunder, the Issuer shall use the remaining funds in the Construction Fund to pay principal and interest on the 2013 Bond to the Bondholders in the event of a payment default.

Such funds shall be kept separate and apart from all other funds of the Issuer and the moneys on deposit therein shall be withdrawn, used and applied by the Issuer solely for the purposes set forth herein. All such proceeds shall be and constitute trust funds for such purposes and there is hereby created a lien in favor of the holder of the 2013 Bond upon such proceeds of the 2013 Bond until so applied by the Issuer solely for the purposes set forth herein.

SECTION 13. BONDS SPECIAL OBLIGATIONS OF ISSUER. (a) The Bonds shall be limited and special obligations of the Issuer, payable solely from the Pledged Revenues as herein provided. The Bonds do not constitute an indebtedness, liability, general or moral obligation, or a pledge of the faith, credit or taxing power of the Issuer, the District, the State or any political subdivision thereof within the meaning of any constitutional or statutory provision

or limitation. Neither the District, the State nor any political subdivision thereof nor the Issuer shall be obligated (1) to exercise its ad valorem taxing power or any other taxing power in any form on any real or personal property to pay the principal of the Bonds, premium, if any, and interest on the Bonds, or to make any of the required Sinking Fund, or other payments thereon or other costs incident thereto, (2) to pay the same from any other funds of the Issuer except from the Pledged Revenues, all in the manner provided herein. The acceptance of the Bonds by the holders from time to time thereof shall be deemed an agreement between the Issuer and such holders that the Bonds and the indebtedness evidenced thereby shall not constitute a lien upon any property of the Issuer, but shall be payable only from the Pledged Revenues, in the manner hereinafter provided.

The payment of the principal of and the interest on the Bonds shall be secured forthwith equally and ratably by an irrevocable pledge of the Pledged Revenues, superior to all other liens or encumbrances on such Pledged Revenues. The Issuer does hereby irrevocably pledge such Pledged Revenues to the payment of the principal of and interest on the Bonds and for all other required payments.

SECTION 14. COVENANTS OF THE ISSUER. For as long as any of the principal of and interest on any of the Bonds shall be outstanding and unpaid, or until payment has been provided for as herein permitted, or until there shall have been set apart in the Sinking Fund, herein established, a sum sufficient to pay when due the entire principal of the Bonds remaining unpaid, together with interest accrued and to accrue thereon, the Issuer covenants with the holders of any and all Bonds as follows:

A. **ANNUAL APPROPRIATION.** The Issuer will set up and appropriate in the annual budget for expenditure in each of the fiscal years during which the Bonds are outstanding and unpaid, from the Pledged Revenues, sufficient amounts of such Pledged Revenues to pay one hundred per centum (100%) of the Bond Service Requirement due in such year on the outstanding Bonds, plus one hundred per centum (100%) of all other payments required by this Resolution. Such covenant and agreement on the part of the Issuer to budget and appropriate sufficient amounts of such Pledged Revenues to make all payments required by this Resolution shall be cumulative, and shall continue until such Pledged Revenues in amounts sufficient to make all required payments shall have been budgeted, appropriated and actually paid in the manner hereinafter provided.

B. **APPLICATION OF FUNDS.** The entire Pledged Revenues received in each fiscal year by the Issuer shall upon receipt be deposited forthwith into a separate fund of the Issuer which is hereby created and designated "Capital Improvement Revenue Bonds Revenue Fund" (the "Revenue Fund") and used pursuant to the annual budget and appropriation ordinance or resolution only for the purposes and in the manner herein provided. Such Revenue Fund shall constitute a trust fund for the purposes herein provided, and shall be kept separate and distinct from all other funds of the Issuer and used only for the purposes and in the manner herein provided.

C. DISPOSITION OF REVENUES. All Pledged Revenues at any time remaining on deposit in the Revenue Fund shall be disposed of on or before the fifteenth (15th) day of each month, commencing in the month immediately following the delivery of the Bonds, first to deposit to any rebate fund established pursuant to Section 14.K.(2) of this Resolution an amount estimated to be sufficient to timely provide for the rebate deposit required thereunder, and then only in the following manner and in the following order of priority:

(1) From the Pledged Revenues, the Issuer shall deposit into a separate fund which is hereby created and designated "Capital Improvement Revenue Bonds Sinking Fund" (hereinafter called "Sinking Fund"), such sums as will be sufficient to pay all interest becoming due on the Bonds in the current Bond Year, and all principal maturing on the Serial Bonds in the current Bond Year, including any deficiencies for any prior payments. All such payments, as provided above, shall include an amount sufficient to pay the fees and charges of the Registrar and Paying Agents for the Bonds. Such monthly payments shall be increased or decreased proportionately to the extent required to pay principal and interest becoming due the first and each succeeding fiscal year, after making allowances for the amounts of money, if any, which are on deposit in the Sinking Fund from proceeds of the Bonds, or which will be on deposit therein from investment earnings.

(2) On a parity with the deposits under paragraph (1) above in respect of maturing principal, the Issuer shall simultaneously deposit into the "Bond Amortization Account" hereby created and established within the Sinking Fund, if and to the extent required, a sum equal to the amount of the Amortization Installment for Term Bonds which shall become due and payable during the current Bond Year, plus the premium, if any, on a principal amount of such Term Bonds equal to the amount of such Amortization Installment which would be payable on the next principal maturity date, if such principal amount of Term Bonds were to be redeemed prior to their maturity from moneys held in the Bond Amortization Account. The funds and investments in each such separate account shall be pledged solely to the payment of principal of the Term Bonds of the series or maturity within a series for which it is established and shall not be available for payment, purchase or redemption of Term Bonds of any other series or within a series, or for transfer to any other account in the Sinking Fund to make up any deficiencies in required payments therein. Upon the sale of any Additional Parity Obligations as Term Bonds, the Issuer shall, by resolution, establish the amounts and maturities of such Amortization Installments for each series, and if there shall be more than one maturity of Term Bonds within a series, the Amortization Installments for the Term Bonds of each maturity. In the event the moneys deposited for retirement of a maturity of Term Bonds are required to be invested, in the manner provided below, then the Amortization Installments may be stated in terms of either the principal amount of the investments to be purchased on, or the cumulative amounts of the principal amount of investments required to have been purchased by, the payment date of such Amortization Installment.

Moneys on deposit in each of the separate special accounts or subaccounts in the Bond Amortization Account may be used for the open market purchase or the redemption of Term Bonds of the series or maturity of Term Bonds within a series for which such separate special account is established or may remain in said separate special account and be invested until the stated date of maturity of the Term Bonds. The resolution establishing the Amortization Installments for any series or maturity of Term Bonds may limit the use of moneys to any one or more of the uses set forth in the preceding sentence.

(3) Upon the issuance of any Additional Parity Obligations under the terms, limitations and conditions as are herein provided, the payments into the several accounts in the Sinking Fund shall be increased in such amounts as shall be necessary to make the payments for the principal of, interest on such Additional Parity Obligations and, if Term Bonds are issued, the Amortization Installments, on the same basis as hereinabove provided with respect to the Bonds initially issued under this Resolution.

The Issuer shall not be required to make any further payments into the Sinking Fund when the aggregate amount of money in the Sinking Fund is at least equal to the total Bond Service Requirement of the Bonds then outstanding, plus the amount of redemption premium, if any, then due and thereafter to become due on such Bonds then outstanding by operation of the Bond Amortization Account.

(4) The balance of any Pledged Revenues remaining in the Revenue Fund after the above required payments have been made may be used for the purchase or redemption of the Bonds or for any lawful purpose.

(5) The Sinking Fund and the Bond Amortization Account and any other special funds herein established and created shall constitute trust funds for the purposes provided herein for such funds. All such funds shall be continuously secured in the manner by which the deposit of public funds are authorized to be secured by the laws of the State. Moneys on deposit in the Sinking Fund may be invested and reinvested in the manner provided by law provided such investments either mature or are redeemable at not less than par at the option of the Issuer not later than the dates on which the moneys on deposit therein will be needed for the purpose of such fund. Any and all income received by the Issuer from such investments shall be deposited into the Revenue Fund except however, that investment income earned in the Bond Amortization Account shall remain therein or be transferred to the Sinking Fund and used to pay maturing principal, Amortization Installments and interest on the Bonds.

The cash required to be accounted for in each of the foregoing funds and accounts established herein may be deposited in a single bank account, and funds allocated to the various accounts established herein may be invested in a common investment pool, provided that adequate accounting records are maintained to reflect and control the restricted allocation of the cash on deposit therein and such investments for the various purposes of such funds and accounts as herein provided.

The designation and establishment of the various funds in and by this Resolution shall not be construed to require the establishment of any completely independent, self-balancing funds as such term is commonly defined and used in governmental accounting, but rather is intended solely to constitute an earmarking of certain revenues for certain purposes and to establish certain priorities for application of such revenues as herein provided.

The gross amount required to pay principal or interest and Amortization Installments on the Bonds on any payment date shall be deposited in trust for such purposes with the Paying Agent in immediately available funds on such payment date. Any provision hereof to the contrary notwithstanding, so long as the Issuer is not in default in the payment of principal, premium, if any, and interest on the Bonds, then the failure to deposit the Pledged Revenues into the Revenue Fund and Sinking Fund created herein in the amounts required hereunder shall not be deemed a default hereunder so long as the full amount of such deposits necessary to make all such payments with respect to the Bonds are deposited in such funds on or prior to the date such payments are due.

(6) The Issuer covenants that it will provide for the accounting of and the rebate to the United States of, any amounts earned on the funds and investments hereunder in accordance with the provisions of its non-arbitrage certification delivered at the time of issuance of the Bonds and subsection K. below.

D. OPERATION OF BOND AMORTIZATION ACCOUNT. Money held for the credit of the Bond Amortization Account shall be applied to the retirement of term obligations as follows:

(1) Subject to the provisions of paragraph (3) below, the Issuer may endeavor to purchase Term Bonds then outstanding at the most advantageous price obtainable with reasonable diligence, such price not to exceed the principal of such Term Bonds plus the accrued interest to the date of delivery thereof. The Issuer shall pay the interest accrued on such Term Bonds to the date of delivery thereof from the Sinking Fund and the purchase price from the Bond Amortization Account, but no such purchase shall be made by the Issuer within the period of 45 days immediately preceding any interest payment date on which Term Bonds are subject to call for redemption, except from money in excess of the amounts set aside or deposited for the redemption of Term Bonds.

(2) Subject to the provisions of paragraph (3) below, whenever sufficient money is on deposit in the Bond Amortization Account to redeem \$5,000 or more principal amount of Term Bonds, the Issuer may call for redemption from money in the Bond Amortization Account such amount of Term Bonds then subject to redemption as, with the redemption premium, if any, will exhaust the money then held in the Bond Amortization Account as nearly as may be practicable. Prior to calling Term Bonds for redemption, the Issuer shall withdraw from the Sinking Fund and from the Bond Amortization Account and set aside in separate accounts or

deposit with the Paying Agent the respective amounts required for paying the interest on and the principal of and redemption premium applicable to the Term Bonds so called for redemption.

(3) Money in the Bond Amortization Account shall be applied by the Issuer in each fiscal year to the retirement of Term Bonds then outstanding in the following order:

(i) The Term Bonds of each series of Bonds, to the extent of the Amortization Installment, if any, for such fiscal year for the Term Bonds of each such series then outstanding, and, if the amount available in such fiscal year shall not be sufficient therefor, then in proportion to the Amortization Installment, if any, for such fiscal year for the Term Bonds of each such series then outstanding; provided, however, that if the Term Bonds of any such series shall not then be subject to redemption from money in the Bond Amortization Account the balance of such money, shall be retained in the Bond Amortization Account and be applied to the Term Bonds of such series as provided above or as such amounts become due; and

(ii) Any balance then remaining, other than money retained under the first clause of this paragraph (3), may be applied to the retirement of such Term Bonds as the Issuer in its sole discretion shall determine, but only, in the case of the redemption of Term Bonds of any series, in such amounts and on such terms as may be provided in the resolution authorizing the issuance of the obligations of such series.

(4) The Issuer shall deposit into the Bond Amortization Account Amortization Installments for the amortization of the principal of the Term Bonds, together with any deficiencies for prior required deposits, such Amortization Installments to be in such amounts and to be due in such years as shall be determined by supplemental resolution prior to the delivery of the Bonds.

The Issuer shall pay from the Sinking Fund all expenses in connection with any such purchase or redemption.

The amounts required to be deposited into the Sinking Fund in any month shall be adjusted to reflect any amounts on deposit in excess of current requirements (including deficiencies in prior requirements) and available for the payment of the Bond Service Requirement for the current Bond year.

E. BOOKS AND RECORDS. The Issuer shall keep books and records of the Pledged Revenues which shall be kept separate and apart from all other books, records and accounts of the Issuer, and the owners of the Bonds shall have the right at all reasonable times to inspect all records, accounts and data of the Issuer relating thereto.

F. ANNUAL AUDIT. The Issuer shall also, at least once a year, as soon as possible after the close of its fiscal year, cause the books, records and accounts relating to the total annual budget of the Issuer including the Pledged Revenues to be made available so that such may be properly audited.

G. REMEDIES. Any Owner of Bonds issued under the provisions hereof or any trustee acting for the owners of such Bonds may by suit, action, mandamus or other proceedings in any court of competent jurisdiction, protect and enforce any and all rights, including the right to the appointment of a receiver, existing under the laws of the State, or granted and contained herein, and may enforce and compel the performance of all duties herein required or by any applicable statutes to be performed by the Issuer or by any officer thereof.

Nothing herein, however, shall be construed to grant to any owner of the Bonds any lien on any real or personal property of the Issuer, or any right to require or compel the exercise by the Issuer of its ad valorem taxing power or any other taxing power in any form on any real or personal property for any purpose.

A Bond Insurance Policy, if any, shall not be taken into account in determining whether the rights of Bondholders are adversely affected by actions taken pursuant to the terms and provisions of the Resolution.

H. OPERATING BUDGET. In accordance with law, the Issuer shall annually, preceding each of its fiscal years, prepare and adopt a detailed budget of the estimated revenues and expenditures during such next succeeding fiscal year, which budget may be amended from time to time in accordance with law.

I. ISSUANCE OF OTHER OBLIGATIONS. Subject to the provisions of subsection J. below, the Issuer will not issue or consent to the issuance of any other obligations, except under the conditions and in the manner provided herein, payable from the Pledged Revenues or any portion thereof, nor voluntarily create or cause to be created any debt, lien, pledge, assignment, encumbrance or other charge, having priority to or being on a parity with the lien of the Bonds and the interest thereon, upon the Pledged Revenues. Any other obligations issued by the Issuer in addition to the 2013 Bond or Additional Parity Bonds provided for in subsection J. below, payable from the Pledged Revenues, shall contain an express statement that such obligations are junior and subordinate in all respects to the Bonds herein authorized, as to lien on and source and security for payment from the Pledged Revenues.

J. ISSUANCE OF ADDITIONAL PARITY BONDS. No Additional Parity Bonds, payable on a parity from the Pledged Revenues with the 2013 Bond shall be issued after the issuance of the 2013 Bond, except for the lawful purposes of the Issuer or for refunding purposes and except upon the conditions and in the manner herein provided:

(1) There shall have been obtained and filed with the Issuer a certificate of the Assistant Superintendent for Business and Finance: (a) stating that the books and records of the Issuer relating to the collection and receipt of Pledged Revenues have been reviewed by him or her; (b) setting forth the amount of Pledged Revenues received by the Issuer for any twelve (12) consecutive months within the thirty (30) months immediately preceding the date of delivery of such Additional Parity Bonds with respect to which the certificate is made; (c) stating that the Pledged Revenues, received by the Issuer for such twelve month period equals at least the sum of 1.00 times the Maximum Bond Service Requirement on (x) the 2013 Bond and all Additional Parity Bonds, if any, then outstanding and (y) the Additional Parity Bonds with respect to which the certificate is made.

As used herein, the term "outstanding" shall mean any Bond authorized, issued, authenticated and delivered under this Resolution or any resolution supplemental hereto, except: (a) Bonds cancelled or surrendered for cancellation pursuant to this Resolution on or prior to such date; (b) Bonds which have been paid, or for which provision for payment has been made (or will be made with the proceeds of the Additional Parity Bonds with respect to which the Bond is made), pursuant to Section 15 of this Resolution; and (c) Bonds in lieu of or in substitution for which other Bonds shall have been authenticated and delivered pursuant to this Resolution.

(2) Each resolution authorizing the issuance of Additional Parity Bonds will recite that all of the covenants herein contained will be applicable to the Additional Parity Bonds.

(3) Immediately following the issuance of such Additional Parity Bonds, the Issuer shall not be in default in performing any of the covenants and obligations assumed hereunder, and all payments herein required to have been made into the accounts and funds, as provided hereunder, shall have been made to the full extent required.

(4) Notwithstanding anything herein to the contrary, for so long as the 2013 Bond remains outstanding, no Additional Parity Bonds shall be issued without the prior written consent of STING.

K. TAX COVENANT. No use will be made of the proceeds of the Bonds which, if such use were reasonably expected on the date of issuance of the Bonds, would cause the same to be "arbitrage bonds" within the meaning of the Code. The School Board at all times while the Bonds and the interest thereon are Outstanding will comply with the requirements of the Code necessary to maintain the exclusion of the interest on the Tax Exempt Bonds from federal gross income including the creation of any rebate funds or other funds and/or accounts required in that regard.

The Board shall at all times do and perform all acts and things permitted by law and this Resolution which are necessary or desirable in order to assure that interest paid on the Bonds will be excluded from gross income for federal income tax purposes and shall take no action

that would result in such interest not being excluded from gross income for federal income tax purposes, including taking no action that would cause any Bonds to be "Private Activity Bonds" within the meaning of the Code.

L. NO IMPAIRMENT. The pledging of the Pledged Revenues in the manner provided herein shall not be subject to repeal, modification or impairment by any subsequent ordinance, resolution or other proceedings of the governing body of the Issuer or by any subsequent act of the Legislature of the State.

M. RECEIPT OF FUNDS. The Issuer will take all action legally available to it to ensure the receipt of Pledged Revenues sufficient to make all payments of principal of and interest on the Bonds, as and when the same become due, and all other payments required herein, and will take no action which will impair or adversely affect its receipt of the Pledged Revenues.

SECTION 15. DEFEASANCE AND SUBROGATION.

A. If, at any time, the Issuer shall have paid, or shall have made provision for payment of, the principal, interest and redemption premiums, if any, with respect to any Bonds, then, and in that event, the pledge of the Pledged Revenues in favor of the holders of such Bonds shall be no longer in effect.

B. In the event any of the principal and redemption premium, if applicable, and interest due on the Bonds shall be paid by an Insurer pursuant to an insurance policy which insures against non-payment thereof, the Bonds shall remain outstanding for all purposes, not be defeased or otherwise satisfied and not be considered paid by the Issuer, the assignment and pledge of the Pledged Revenues and all covenants, agreements and other obligations of the Issuer to the Owners to whom or for the benefit of whom the Insurer has made such payments shall continue to exist and shall run to the benefit of the Insurer, and the Insurer shall be subrogated to the rights of such Owners to the full extent of such payments.

SECTION 16. MODIFICATION OR AMENDMENT. The Issuer from time to time and at any time, may amend the Resolution without the consent of the Owners of the Bonds for the following purposes:

A. To cure any ambiguity or formal defect or omission, to correct or supplement any provisions herein that may be inconsistent with any other provision herein, or

B. To grant to or confer for the benefit of the Owners of the Bonds any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the Owners or the Insurer, or

C. To permit the qualification of this Resolution under any federal statute now or hereafter in effect or under any state Blue Sky law, and, in connection therewith, if the Issuer so determines, to add to this Resolution such other terms, conditions and provisions as may be permitted or required by such federal statute or Blue Sky law, or

D. To provide for the issuance of the Bonds in Bond form or under a book-entry system, or

E. To modify the covenants and agreements contained herein as may be necessary to secure or retain a rating on the Bonds.

No material modification or amendment of this Resolution or of any resolution amendatory hereof or supplemental hereto, may be made without the consent in writing of (1) as to any series of Bonds, the timely payment of principal and interest on which is unconditionally guaranteed by an Insurer, the written consent of such Insurer; or (2) in the case of any series of Bonds, the timely payment of principal and interest on which are not guaranteed by an Insurer, the owners of fifty-one percent (51%) or more in principal amount of each series of the Bonds then outstanding affected by such amendment, provided, however, that no modification or amendment shall permit a change in the maturity of such Bonds or a reduction in the rate of interest thereon, or in the amount of the principal obligation or affect the unconditional promise of the Issuer to pay the principal of and interest on the Bonds as the same shall come due or reduce the percentage of the holders of the Bonds required to consent to any material modification or amendment hereof, without the consent in writing of the holder or holders of all such Bonds; provided, further, that no such modification or amendment shall allow or permit any acceleration of the payment of principal of or interest on the Bonds upon any default in the payment thereof whether or not the holders of the Bonds consent thereto.

Any rating agency rating the Bonds must receive notice of each amendment and a copy thereof at least fifteen (15) days in advance of its execution or adoption. The Insurer and any such rating agency shall be provided with a full transcript of all proceedings relating to the execution of any such amendment or supplement.

SECTION 17. USE OF ADDITIONAL FUNDS FOR DEBT PAYMENT. Subject to the provisions of the Florida Constitution, nothing herein contained shall preclude the Issuer from using any legally available funds, in addition to the Pledged Revenues herein provided, which may come into its possession, including but not limited to the proceeds of sale of the Bonds, contributions or grants, for the purpose of payment of principal of and interest on the Bonds, or the payment of Amortization Installments, if any, or the purchase or redemption of such Bonds in accordance with the provisions of this Resolution, as amended and supplemented.

SECTION 18. SALE AND TERMS OF THE 2013 BOND.

A. The School Board hereby finds that, due to the present volatility of the market for tax-exempt obligations such as the 2013 Bond and the complexity of the transactions relating to the 2013 Bond, including (i) the duration of the 2013 Bond and its maturity date; (ii) the difficulty of obtaining a municipal bond insurance policy on the 2013 Bond at a commercially reasonable premium; and (iii) the relatively small size of the principal amount of the 2013 Bond; it is in the best interest of the School Board that the 2013 Bond be sold by a negotiated sale in order to allow market entry at the most advantageous time, rather than at a specified advertised date, thereby obtaining the best possible price and interest rate for the 2013 Bond.

B. The 2013 Bond is to be issued in an aggregate principal amount of \$2,370,000 or such other amount equal to or less than \$2,500,000 as agreed to by the Issuer and STING, shall be dated its date of delivery and shall mature on July 1, 2028. The 2013 Bond shall bear an interest rate of 3.28% per annum, subject to adjustments as set forth in subsection C. below, payable on January 1 and July 1, commencing January 1, 2014 and thereafter until the principal amount of the 2013 Bond has been paid. Interest shall be calculated on the basis of twelve 30-day months and 360-day year. Principal shall be payable on January 1 and July 1, commencing on January 1, 2014 and thereafter. After three (3) years from the date of issuance of the 2013 Bond, the 2013 Bond is subject to prepayment, in whole or in part, at anytime and no prepayment penalty.

C. The interest rate on the 2013 Bond may be subject to adjustment as follows:

(1) Upon an occurrence of an Event of Default, as described in subsection G. below, the 2013 Bond shall incur a default rate equal to the lesser of 18% or the maximum rate allowed by law.

(2) In establishing the interest rate payable on the 2013 Bond, STING has taken into consideration the marginal federal corporate tax rate of 35%. In the event of a decrease in the marginal maximum corporate tax rate, the School Board acknowledges that STING shall be entitled to adjust the interest rate in order to maintain the same after-tax yield as in effect on the date hereof.

(3) Upon an occurrence of a receipt of a final, non-appealable notice, in any form, from the Internal Revenue Service that STING may not exclude any interest paid under the 2013 Bond from its gross income (a "Determination of Taxability"), the Issuer hereby agrees to pay to STING (i) an additional amount equal to the difference between (A) the amount of interest paid on the 2013 Bond during the Taxable Period, and (B) the amount of interest that would have been paid on the 2013 Bond during the Taxable Period had the 2013 Bond borne interest at the Taxable Rate, plus (ii) an amount equal to any interest, penalties on overdue interest and additions to tax (as referred to in Subchapter A of Chapter 68 of the Code) owed by STING as a result of the occurrence of a Determination of Taxability.

(4) If it is determined that the 2013 Bond does not qualify as bank qualified, the rate will be adjusted to a fixed rate of interest as of the date it is determined that the 2013 Bond does not qualify as bank qualified.

D. The issuance of the 2013 Bond shall not exceed any debt limitation prescribed by law, and such 2013 Bond, when issued, will be within the limits of all constitutional or statutory debt limitations.

E. The Issuer shall submit to STING annual financial statements within 270 days of fiscal year end and an annual budget within 30 days of adoption, together with any information STING may reasonably request.

F. The Issuer agrees to pay the interest payments on the 2013 Bond via ACH Direct Debit from a SunTrust Bank account.

G. The following shall constitute Events of Default: (i) if the Issuer fails to pay any payment of principal of or interest on the 2013 Bond within two (2) days after the same becomes due and payable; (ii) if the Issuer defaults in the performance or observance of any covenant or agreement contained in this Resolution (other than set forth in (i) above) and fails to cure the same within thirty (30) days following written notice; (iii) filing of a petition by or against the Issuer relating to bankruptcy, reorganization, arrangement or readjustment of debt of the Issuer or for any other relief relating to the Issuer under the United States Bankruptcy Code, as amended, or any other insolvency act or law now or hereafter existing, or the involuntary appointment of a receiver or trustee for the Issuer, and the continuance of any such event for ninety (90) days undismissed or undischarged; or (iv) an Determination of Taxability, which cannot reasonably be cured within thirty (30) days.

Upon the occurrence and during the continuation of any Event of Default, the Owner of the 2013 Bond may, in addition to any remedy authorized in the 2013 Bond, either at law or in equity, by suit, action, mandamus or other proceeding (including specific performance) in any court of competent jurisdiction, protect and enforce any and all rights under the laws of the State, or granted or contained in this Resolution, and may enforce and compel the performance of all duties required by this Resolution, or by any applicable statutes to be performed by the Issuer or by any officer thereof. In any such default, the Issuer shall also be obligated to pay as part of the indebtedness evidenced by the 2013 Bond, all costs of collection and enforcement hereof, including such reasonable attorneys' fees as may be incurred, including on appeal or incurred in any proceeding under bankruptcy laws as they now or hereafter exist.

SECTION 19. BANK QUALIFIED. The Issuer designates the 2013 Bond as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The Issuer and any subordinate entities of the Issuer and any issuer of "tax-exempt" debt that issues "on behalf of" the Issuer do not reasonably expect during

calendar year 2013 to issue more than \$10,000,000 of "tax-exempt" obligations, exclusive of any private activity bonds, as defined in Section 141(a) of the Code.

SECTION 20. SEVERABILITY. If any one or more of the covenants, agreements, or provisions of this Resolution should be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited, or against public policy, or shall for any reason whatsoever be held invalid, then such covenants, agreements or provisions shall be null and void and shall be deemed separate from the remaining covenants, agreements or provisions of this Resolution or of the Bonds issued hereunder

SECTION 21. REPEALING CLAUSE. All resolutions or parts thereof of the Issuer in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

SECTION 22. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

Duly adopted this 22nd day of October, 2013.

**SCHOOL BOARD OF GADSDEN
COUNTY, FLORIDA**

By: _____
Chair

ATTEST:

Superintendent, ex-officio
Secretary of the School Board of
Gadsden County, Florida

EXHIBIT A

The acquisition, construction and equipping of a 30,741 square foot classroom wing at the Havana Middle School located at 1210 Kemp Road in Havana, Florida to accommodate students in Pre-kindergarten through Grade 3.

EXHIBIT B
THE COMMITMENT

EXHIBIT C

FORM OF PURCHASER'S CERTIFICATE

This is to certify that STI Institutional & Government, Inc. (the "Purchaser") has not required the School Board of Gadsden County, Florida (the "Issuer") to deliver any offering document and has conducted its own investigation, to the extent it deems satisfactory or sufficient, into matters relating to business affairs or conditions (either financial or otherwise) of the Issuer in connection with the issuance of the \$2,370,000 Capital Improvement Revenue Bond, Series 2013 (the "2013 Bond"), and no inference should be drawn that the Purchaser, in the acceptance of said Certificate, is relying on Bryant Miller Olive P.A. ("Bond Counsel") or Ausley McMullen ("Issuer Counsel") as to any such matters other than the legal opinions addressed to the Purchaser rendered by Bond Counsel and Issuer Counsel. Any capitalized undefined terms used herein not otherwise defined shall have the meaning set forth in the Resolution adopted by the Issuer on October 22, 2013 (the "Resolution").

We acknowledge and understand that the Resolution is not being qualified under the Trust Indenture Act of 1939, as amended (the "1939 Act"), and is not being registered in reliance upon the exemption from registration under Section 3(a)(2) of the Securities Act of 1933, Section 517.051(1), Florida Statutes, and/or Section 517.061(7), Florida Statutes, and that neither the Issuer, Bond Counsel nor the Issuer Counsel shall have any obligation to effect any such registration or qualification.

We are not acting as a broker or other intermediary, and are purchasing the 2013 Bond as an investment for our own account and not with a present view to a resale or other distribution to the public. Nonetheless, the Purchaser reserves the right to sell the 2013 Bond. We understand that the 2013 Bond may not be transferred in a denomination less than \$100,000 under any circumstance.

We are not purchasing the 2013 Bond for the direct or indirect promotion of any scheme or enterprise with the intent of violating or evading any provision of Chapter 517, Florida Statutes.

DATED this ____ day of October, 2013.

STI INSTITUTIONAL & GOVERNMENT, INC.

By: _____
Name: Coley Jones
Title: Vice President

EXHIBIT D

FORM OF DISCLOSURE LETTER

The undersigned, as purchaser, proposes to negotiate with the School Board of Gadsden County, Florida (the "Issuer") for the private purchase of its \$2,370,000 Capital Improvement Revenue Bond, Series 2013 (the "2013 Bond"). Prior to the award of the 2013 Bond, the following information is hereby furnished to the Issuer:

1. Set forth is an itemized list of the nature and estimated amounts of expenses to be incurred for services rendered to us (the "Purchaser") in connection with the issuance of the 2013 Bond (such fees and expenses to be paid by the Issuer):

Purchaser's fees and counsel fees
\$5,000

2. (a) No other fee, bonus or other compensation is estimated to be paid by the Purchaser in connection with the issuance of the 2013 Bond to any person not regularly employed or retained by the Purchaser (including any "finder" as defined in Section 218.386(1)(a), Florida Statutes), except as specifically enumerated as expenses to be incurred by the Bank, as set forth in paragraph (1) above.

(b) No person has entered into an understanding with the Purchaser, or to the knowledge of the Purchaser, with the Issuer, for any paid or promised compensation or valuable consideration, directly or indirectly, expressly or implied, to act solely as an intermediary between the Issuer and the Purchaser or to exercise or attempt to exercise any influence to effect any transaction in the purchase of the 2013 Bond.

3. The amount of the underwriting spread expected to be realized by the Bank is \$0.

4. The management fee to be charged by the Bank is \$0.

5. Truth-in-Bonding Statement:

The Issuer is proposing to issue \$2,370,000 2013 Bond primarily to finance the costs of certain capital improvements.

The 2013 Bond is expected to be repaid over a period of approximately 15 years. At a fixed interest rate of 3.28%, total interest paid over the life of the 2013 Bond is estimated to be approximately \$_____.

The 2013 Bond will be payable solely from the Pledged Revenues as defined in and in the manner and to the extent described in the Resolution of the Issuer adopted on October 22, 2013 (the "Resolution"). Authorizing and issuance of the 2013 Bond is estimated to result in an annual average of approximately \$_____ of Pledged Revenues of the Issuer not being

available to finance the services of the Issuer during the life of the 2013 Bond for 15 years. This paragraph is provided pursuant to section 218.385, Florida Statutes.

6. The name and address of the Bank is as follows:

STI Institutional & Government, Inc.
76 S. Laura Street, 20th Floor
Jacksonville, Florida 32202

IN WITNESS WHEREOF, the undersigned has executed this Disclosure Letter on behalf of the Bank this ____ day of October, 2013.

STI INSTITUTIONAL & GOVERNMENT, INC.

By: _____
Name: Coley Jones
Title: Vice President



October 17, 2013

Ms. Bonnie Wood
Assistant Superintendent for Business Services
Gadsden County School District
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

Dear Ms. Wood:

I am pleased to inform you that Capital City Bank has approved a loan for the Gadsden County School District in an amount up to \$1,725,000. The loan is subject to the following terms and conditions:

Issuer / Borrower:	Gadsden County School District
Note Holder / Lender:	Capital City Bank
Use of Proceeds:	Proceeds will be used to complete the addition to and renovation of Havana Middle School
Loan Amount:	up to \$1,725,000
Expected Funding:	October 31, 2013
Structure:	The obligation will be created pursuant to 1011.14, Florida Statutes; the obligation will be tax-exempt and "Bank Qualified"
Origination Fee:	\$0
Lender's Counsel Fee:	\$1,500
Maturity:	As provided in Section 1011.14, Florida Statutes, the subject loan must mature within 12 months from the date of funding. At the request of Borrower, the obligation can be extended for an additional 12 months up to a maximum of 4 times for a total period of 5 years (the original 12-month term plus 4 additional 12-month extensions).
Amortization:	The note will be structured with level annual debt service. Upon payment of the first annual debt service installment, Borrower may request a 12-month extension from Lender and may request such extensions for each of 4 consecutive years after the note's original maturity resulting in an amortization period of 5 years from the date of funding.
Rates & Terms:	The interest rate is fixed for 5 years at 2.76%

Prepayment Option:

The loan may be prepaid at any time without penalty

Security:

The loan will be secured by a first priority lien on and pledge of all legally available revenues of Borrower in accordance with 1011.14 Florida Statutes, including Borrower's ad valorem taxes and other legally available revenues received by Borrower during any period in which the obligation is outstanding in an amount necessary to pay principal and accrued interest on the obligation as such become due and payable.

Conditions:

- 1) Lender must receive a copy of Borrower's authorizing resolution prior to funding.
- 2) Borrower must designate the subject loan as a Qualified Tax-Exempt Obligation under 265(b)(3) of the Internal Revenue Code of 1986.
- 3) Borrower will provide Lender a copy of its 8038G filing within 60 days of closing.
- 4) Borrower is responsible for all closing costs including cost of Lender's counsel.

Covenants:

- 1) Borrower must maintain its primary banking relationship with Lender so long as the subject loan remains outstanding

If you have any questions, please contact me at 850-402-7743. This letter is valid until November 1, 2013. If you are in agreement with the above terms and conditions, please sign this letter in the space provided below and return a copy to me on or before its expiration date.

Sincerely,



Ramsay H. Sims
Senior Vice President, Institutional Banking

I am in agreement with the above terms and conditions.

Signature

Title

Print Name

Date

The School Board of Gadsden County, Florida
Sources & Uses Report
 Revenue Anticipation Note, Series 2013 - Capital City Bank 2.76% Loan

Sources of Funds:	
Principal Amount of Current Interest Bonds (CIBs)	1,725,000.00
Total SOURCES of Funds	\$1,725,000.00
Uses of Funds:	
Deposit to Capital Projects Account	1,697,500.00
Issuance Expenses: (\$27,500.00)	
Bond Counsel	15,000.00
Financial Advisor	11,000.00
Bank Counsel	1,500.00
Total USES of Funds	\$1,725,000.00

Miscellaneous Bond Issuance Information:	
Delivery Date:	11/01/2013
Principal Amount of the New Money Bonds	-
Proceeds of "The (new) Bonds"	1,725,000.00
"All Costs Included" TIC on the New Issue is	-
Federal Arbitrage Yield on the New Issue is	3.36717049%
	2.76000003%

The School Board of Gadsden County, Florida
Revenue Anticipation Note, Series 2013 - Capital City Bank 2.76% Loan
Dated Date = 11/01/2013 Delivery Date = 11/01/2013

Dates	Term Bond Maturities	Bond Redemptions	Proceeds	Coupon Rate	Yield	Price	Interest Amount	Total Debt Service	Fiscal Year Debt Service
05/01/2014	-	162,056.83	162,056.83	2.760	2.760000	100.000000	23,805.00	185,861.83	-
11/01/2014	-	164,293.22	164,293.22	2.760	2.760000	100.000000	21,568.62	185,861.84	371,723.67
05/01/2015	-	166,560.46	166,560.46	2.760	2.760000	100.000000	19,301.37	185,861.83	-
11/01/2015	-	168,859.00	168,859.00	2.760	2.760000	100.000000	17,002.83	185,861.83	371,723.66
05/01/2016	-	171,189.25	171,189.25	2.760	2.760000	100.000000	14,672.58	185,861.83	-
11/01/2016	-	173,551.66	173,551.66	2.760	2.760000	100.000000	12,310.17	185,861.83	371,723.66
05/01/2017	-	175,946.68	175,946.68	2.760	2.760000	100.000000	9,915.16	185,861.84	-
11/01/2017	-	178,374.74	178,374.74	2.760	2.760000	100.000000	7,487.09	185,861.83	371,723.67
05/01/2018	-	180,836.31	180,836.31	2.760	2.760000	100.000000	5,025.52	185,861.83	-
11/01/2018	-	183,331.85	183,331.85	2.760	2.760000	100.000000	2,529.98	185,861.83	371,723.66
Total	-	1,725,000.00	1,725,000.00				133,618.32	1,858,618.32	1,858,618.32
Acc Int	-	-	-				-	-	-
Grand TtIs	-	1,725,000.00	1,725,000.00				133,618.32	1,858,618.32	1,858,618.32
TIC (Incl. all expenses) 3.36717049%		Average Coupon 2.76000003%		IRS Form 8038-G NIC = 2.760000% (with Adjstmnt of \$0.00).					
TIC (Arbitrage TIC) 2.76000003%		Average Life (yrs) ... 2.81		NIC = 2.760000% (with Adjstmnt of \$0.00).					
Bond Years 4,841.24		WAM (yrs) 2.806518							

The School Board of Gadsden County, Florida
Remaining Principal Balances & Coverage Report
Revenue Anticipation Note, Series 2013 - Capital City Bank 2.76% Loan

Dates	Principal Balance D/S	Maturing Amount	Principal Payment	Interest	Semi-Annual Total	Annual Total	Coverage x 1.000
11/01/2013	1,725,000.00						
05/01/2014	1,562,943.17	162,056.83	162,056.83	23,805.00	185,861.83		
11/01/2014	1,398,649.95	164,293.22	164,293.22	21,568.62	185,861.84	371,723.67	371,723.67
05/01/2015	1,232,089.49	166,560.46	166,560.46	19,301.37	185,861.83		
11/01/2015	1,063,230.49	168,859.00	168,859.00	17,002.83	185,861.83	371,723.66	371,723.66
05/01/2016	892,041.24	171,189.25	171,189.25	14,672.58	185,861.83		
11/01/2016	7 8,489.58	173,551.66	173,551.66	12,310.17	185,861.83	371,723.66	371,723.66
05/01/2017	542,542.90	175,946.68	175,946.68	9,915.16	185,861.84		
11/01/2017	364,168.16	178,374.74	178,374.74	7,487.09	185,861.83	371,723.67	371,723.67
05/01/2018	183,331.85	180,836.31	180,836.31	5,025.52	185,861.83		
11/01/2018	0.00	183,331.85	183,331.85	2,529.98	185,861.83	371,723.66	371,723.66
Totals		\$1,725,000.00	\$1,725,000.00	\$133,618.32	\$1,858,618.32	\$1,858,618.32	\$1,858,618.32

RESOLUTION NO. _____

A RESOLUTION OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA AUTHORIZING THE ISSUANCE OF A NOT TO EXCEED \$1,725,000 REVENUE ANTICIPATION NOTE, SERIES 2013 OF THE SCHOOL DISTRICT OF GADSDEN COUNTY, FLORIDA IN ACCORDANCE WITH SECTION 1011.14, FLORIDA STATUTES, IN ORDER TO FINANCE THE COSTS OF THE ERECTION OF, ALTERATION TO, OR ADDITION TO EDUCATIONAL FACILITIES; PLEDGING CERTAIN TAX RECEIPTS TO THE PAYMENT OF SAID NOTE; AUTHORIZING CERTAIN REMEDIES TO THE HOLDER OF THE NOTE AND MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; PROVIDING FOR THE TERMS AND DETAILS OF THE NOTE, INCLUDING AUTHORIZATION OF A DELEGATED NEGOTIATED SALE OF SAID NOTE; PROVIDING THE FORMS OF THE NOTE; PROVIDING CERTAIN FINDINGS IN CONNECTION WITH THE ISSUANCE OF THE NOTE; AUTHORIZING THE EXECUTION OF VARIOUS DOCUMENTS IN CONNECTION THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to the provisions of chapter 1011, Florida Statutes, as amended, and other applicable provisions of law (the "Act").

SECTION 2. DEFINITIONS.

"Authorized Representative" shall mean with respect to the District, the Chairman or the Vice Chairman of the School Board or the District's Superintendent or any Deputy or Assistant Superintendent or their designees and, with respect to the initial Noteholder, the Chairman of the Board of Directors of the initial Noteholder or any President, Senior Executive Vice President, Executive Vice Presidents, Senior Vice Presidents, First Vice Presidents or Vice Presidents or other authorized officer or representative of the initial Noteholder.

"Business Day" means a day on which the initial Noteholder is open for the conduct of substantially all of its banking business (excluding Saturdays and Sundays) and a day on which commercial banks are open for international business (including dealings in U.S. Dollar deposits in London, England).

"Code" shall mean the Internal Revenue Code of 1986, as amended and the regulations applicable thereto.

"District" shall mean the School District of Gadsden County, Florida, a governmental authority created by Article IX, Section 4 of the Florida Constitution.

"Financial Advisor" shall mean Gollahon Financial Services, Inc., St. Petersburg, Florida.

"Loan" shall mean the Loan authorized to be incurred pursuant the provisions of this Resolution and section 1011.14, Florida Statutes, as amended.

"Maturity Date" shall mean _____ 1, 2014, as extended under the provisions hereof.

"Note" shall mean the promissory note of the District delivered to the Noteholder to evidence the Loan from the Noteholder pursuant hereto. The Note shall be in the form attached hereto as Exhibit A.

"Noteholder" shall mean any holder of the Note, or any other registered holder of or participant in the Note and initially shall be Capital City Bank.

"School Board" means the School Board of Gadsden County, Florida, the governing body of the District.

"Sources of Payment" shall mean all legally available revenues of the School Board in accordance with section 1011.14, Florida Statutes, including the District's ad valorem tax revenues (other than those derived from levies for payment of debt service on general obligation bonds) and other legally available revenues received by the District during any period in which the Note is outstanding in an amount necessary to pay all of the principal of and interest on the Note and any other amounts thereunder as the same becomes due and payable.

SECTION 3. FINDINGS. It is hereby ascertained, determined and declared and represented and warranted as follows:

(a) Pursuant to section 1011.14, Florida Statutes, as amended, at any time when budgeted revenues accruing on a current basis are estimated to be insufficient to pay for the purchase of school buses, land and equipment for educational purposes, the erection of, alteration to, or addition to educational facilities, or the adjustment of insurance on educational property on a five (5) year plan, as provided by the rules of the State Board of Education ("Capital Projects"), the School Board is authorized to create obligations for a period not exceeding one (1) year (subject to renewal and extension) by way of anticipation of such budgeted revenues to pay expenses in connection with Capital Projects, providing for the repayment of such obligations from the proceeds of budgeted revenues accruing on a current basis during each one (1) year period that such obligations are outstanding.

(b) Due to budget constraints, current school funds on hand are insufficient to currently provide for certain capital needs of the District in accordance with a prudent schedule and it is necessary for the benefit of the schools within the District to borrow an amount not to exceed \$1,725,000 to pay for the costs of capital needs, as generally described in Exhibit B hereto, as facilities needs may be modified from time to time.

(c) That due to the potential volatility of the market for tax-exempt obligations such as the Note and the complexity of the transactions relating to such Note, it is in the best interest of the District to issue the Note on a negotiated basis pursuant to section 218.385(1), Florida Statutes, and prior to the issuance thereof, the Noteholder shall provide the information required to be delivered in connection with a negotiated sale of the Note in accordance with said section 218.385(1), Florida Statutes.

(d) It is in the best interest of the district and its inhabitants to negotiate with Capital City Bank to provide such financing and the School Board desires to accept the commitment for the Loan, a copy of which is attached hereto as Exhibit D (the "Commitment"). Prior to the issuance of the Note, the Issuer shall receive from the Noteholder a Purchaser's Certificate, a form of which is attached hereto as Exhibit E and a Disclosure Letter containing the information required by section 218.385, Florida Statutes, a form of which is attached hereto as Exhibit F.

(e) The obligations evidenced by the Note do not exceed one-fourth of the ad valorem tax revenue received during fiscal year 2013-14 for the district school fund for operating expenses of the District; the funds for repayment in full of the Note will be budgeted during fiscal year 2013-14 from current revenues and such repayment plan shall not exceed one (1) year; and no additional obligations of a nature similar to the Note have been incurred or shall be incurred against the funds of the District which, together with the obligation evidenced by the Note, would exceed one-fourth of ad valorem tax revenues of the District in the fiscal year ended June 30, 2014.

(f) The Note will be payable as to both principal and interest from the Sources of Payment estimated in the budget to be available. Neither the faith and credit nor the taxing power of the State of Florida, Gadsden County, Florida or the District are pledged to the payment of the principal of or the interest on the Note.

(g) It is estimated that the Sources of Payment will be sufficient to pay the principal of and interest on the Note when due, as such due date may be extended in accordance with the provisions of the Act.

(h) It is not reasonably anticipated that more than \$10,000,000 of tax-exempt obligations as defined under section 265(b)(3) of the Code will be issued by the District in calendar year 2013.

SECTION 4. AUTHORIZATION OF DELEGATED NEGOTIATED SALE. The School Board deems it necessary and in the best interest of the District and its inhabitants that the Note be sold on a negotiated basis to the Noteholder due to the expedited nature of the need for the funds and the unlikelihood that a better rate may be obtained through competitive sale. The School Board hereby accepts the Commitment of the Noteholder attached hereto as Exhibit D.

SECTION 5. RESOLUTION TO CONSTITUTE CONTRACT. In consideration of the purchase and acceptance of the Note by those who shall hold the same from time to time, the provisions of this Resolution shall be a part of the contract of the School Board with the Noteholder, and shall be deemed to be and shall constitute a contract between the School Board and the Noteholder. The pledges made in this Resolution and the provisions, covenants and agreements herein set forth to be performed by or on behalf of the School Board shall be for the equal benefit, protection and security of the Noteholder.

SECTION 6. AUTHORIZATION OF THE NOTE; DESCRIPTION OF THE NOTE; PAYMENT TERMS; OPTIONAL PREPAYMENT; AUTHORIZATION OF FINANCING OF CAPITAL IMPROVEMENTS.

(a) For the purpose of financing the Capital Projects described on Exhibit B hereto there is hereby authorized to be issued the "School District of Gadsden County, Florida Revenue Anticipation Note, Series 2013," in the aggregate principal amount of not to exceed \$1,725,000.

(b) In order to evidence the obligation of the School Board to repay amounts loaned to the School Board by the Noteholder, the School Board hereby authorizes the execution and delivery of the Note by the Chairman and the Superintendent in substantially the form attached hereto as Exhibit A with such completions, additions or modifications as may be necessary to finalize the Note, as evidenced by the Chairman's signature thereto. Upon execution of the Note, the Chairman is authorized to deliver the Note to the Noteholder.

(c) The Note is to be issued in an aggregate principal amount of \$_____ or such other amount equal to or less than \$1,725,000 as agreed to by the Issuer and the Noteholder, shall be dated its date of delivery and shall mature on _____, 2014. The Note shall bear an interest rate of 2.76% per annum, payable on _____, commencing _____ 1, 2013 and thereafter until the principal amount of the Note has been paid. Interest shall be calculated on the basis of twelve 30-day months and 360-day year. The principal amount of the Note shall be due on the Maturity Date (subject to one-year extensions as provided in Section 7 hereof).

(d) The Note shall be fully registered in the name of the Noteholder (such registration to be set forth in books maintained by the District for such purpose). The Note shall be executed in the name of the District by the manual signature of the Chairman or Vice Chairman of the School Board and the official seal of the District shall be affixed thereto and attested by the manual signature of the Superintendent or his or her designee. In case any one or more of the officers, who shall have signed or sealed the Note, shall cease to be such officer of the District before the Note so signed and sealed shall have been actually delivered, such Note may

nevertheless be delivered as herein provided and may be issued as if the person who signed or sealed such Note had not ceased to hold such office. The Note may be signed and sealed on behalf of the District by such person who at the actual time of the execution of such Note shall hold the proper office, although at the date the Note shall actually be delivered, such person may not have held such office or may have been so authorized.

(e) The Note shall be subject to prepayment prior to maturity at anytime without penalty.

(f) The School Board hereby authorizes the financing of the capital projects generally described herein and in Exhibit B hereto. The proceeds of the Note shall be applied to pay for the costs of such capital projects.

SECTION 7. EXTENSION OF MATURITY OF NOTE. In accordance with the Act, the School Board may, from year to year, extend the maturity of all or a portion of the principal amount of the Note for a period of not to exceed one (1) year from the scheduled maturity date thereof; provided, however, that the aggregate period of such one-year extensions may not exceed four (4) years, or a total of five (5) years including the initial term of the Note as described in Section 6 hereof. In the event the School Board desires to extend the maturity of the Note pursuant to this Section 7, it shall provide the Noteholder with written notice of such intent in the form attached hereto as Exhibit C, including the principal amount of the Note or portion thereof to be extended, at least ten (10) days prior to the scheduled Maturity Date of the Note. In no event may the maturity date of the Note be extended beyond _____, 2018.

SECTION 8. LIMITED OBLIGATION; PLEDGE AND SECURITY; NO IMPAIRMENT.

(a) The obligation of the District to repay the Note is a limited and special obligation payable solely from the Sources of Payment and shall not be deemed a pledge of the full faith and credit or taxing power of the District within the meaning of any debt limitation provision of the Constitution of the State of Florida or Florida Statutes and such obligation shall not create a lien on any property whatsoever of or in the District.

(b) As and for security for the payment of the principal of and interest on the Note, the District hereby grants to the Noteholder and creates in favor of the Noteholder a pledge of and lien on the Sources of Payment. The pledge of and lien upon the Sources of Payment as set forth herein shall terminate upon the date on which all amounts due and payable under the Note have been paid in full, except as to obligations that survive payment.

(c) The District hereby covenants not to encumber the Sources of Payment to the extent that it would adversely affect the ability of the District to pay all amounts due and owing hereunder and under the Note in accordance with the terms hereof and thereof.

SECTION 9. NOTEHOLDER REMEDIES. Should the District default in any of its

obligations under this Resolution or the Note, the Noteholder shall have all legal remedies available to enforce this Resolution and the Note, and the School Board shall pay from the Sources of Payment, all reasonable fees and expenses incurred by the Noteholder in enforcing the obligations of this Resolution and the Note, including attorneys' fees, whether or not suit be brought and including such fees and other expenses on appeal or in insolvency proceedings.

SECTION 10. TAX COVENANT. The District shall not take any action, or fail to take any action, if such action, or failure to take action, would adversely affect the exclusion from gross income of interest on the Note. No use shall be made of the proceeds of the Note, the Sources of Payment, interest earnings or other funds whatsoever which would cause the Note to be an "arbitrage bond" within the meaning of Section 148 of the Code. The School Board at all times while the Note are outstanding agrees to comply with the requirements of Section 148 of the Code and all valid and applicable rules and regulations promulgated thereunder.

SECTION 11. MISCELLANEOUS COVENANTS. The District further agrees as follows:

(a) To pay the reasonable costs and fees of the Noteholder's counsel in connection with the issuance and purchase of the Note by the initial Noteholder.

(b) The District shall deliver to the Noteholder, when available and in no case greater than 270 days after the end of each fiscal year of the District, audited annual financial statements report and such other information as the Noteholder shall reasonably request from time to time.

(c) If the Noteholder chooses to waive any covenant or provision of this Resolution or the Note, or if any such covenant or provision of this Resolution or the Note is found to be invalid or unenforceable, such event shall not affect the validity or enforceability of any remaining covenants or provisions.

SECTION 12. NO USURY. Notwithstanding anything set forth herein or in the Note, the Noteholder shall not charge, and the District shall not be required to pay, any interest or charges in the nature of interest in excess of those permitted by applicable law to the extent that any such excess interest or amounts are collected, they shall be automatically applied to reduce the principal amount of the Note and, if no principal remains, shall be repaid to the District together with interest thereon at the highest lawful rate.

SECTION 13. BANK QUALIFIED. The Issuer designates the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). The Issuer and any subordinate entities of the Issuer and any issuer of "tax-exempt" debt that issues "on behalf of" the Issuer do not reasonably expect during calendar year 2013 to issue more than \$10,000,000 of "tax-exempt" obligations, exclusive of any private activity bonds, as defined in Section 141(a) of the Code.

SECTION 14. GENERAL AUTHORIZATION. The Chairman, Vice Chairman, the Superintendent, any Deputy or Assistant Superintendent and their designees are authorized to execute and deliver such documents, instruments and contracts, whether or not expressly

contemplated hereby. General Counsel to the School Board, Bond Counsel and other officers, employees or agents of the District are also hereby authorized and directed to do all acts and things required hereby or thereby as may be necessary for the full, punctual and complete performance of all the terms, covenants, provisions and agreements herein and therein contained, or as otherwise may be necessary or desirable to effectuate the purpose and intent of this Resolution.

SECTION 15. EFFECTIVE DATE. This Resolution shall be effective immediately upon its adoption.

Adopted this 22nd day of October, 2013.

**THE SCHOOL BOARD OF GADSDEN COUNTY,
FLORIDA, AS THE GOVERNING BODY OF THE
SCHOOL DISTRICT OF GADSDEN COUNTY,
FLORIDA**

By: _____
Chairman

ATTEST:
By: _____
Superintendent of Schools

EXHIBIT A

\$ _____

UNITED STATES OF AMERICA
STATE OF FLORIDA
SCHOOL DISTRICT OF GADSDEN COUNTY
REVENUE ANTICIPATION NOTE, SERIES 2013

FOR VALUE RECEIVED, the School District of Gadsden County, Florida (the "District") promises to pay to the order of Capital City Bank, its successors and assignees (the "Bank"), on _____, 2014, at the office of the Bank in Tallahassee, Florida, or at such other place as the Bank may from time to time designate in writing, the principal sum of _____ MILLION _____ HUNDRED THOUSAND AND 00/100 DOLLARS (\$_____), and to pay the Bank interest from the date hereof until maturity on the principal amount outstanding hereunder at an interest rate equal to ____%. Such interest shall be calculated on a 360-day year, and be paid on _____ 1, 2014 and _____ 1, 2014, and, if the maturity date of this Note is extended as described in Section 7 of the Resolution, each _____ 1 and _____ 1 thereafter while the Note is outstanding. In no event shall the term of this Note extend beyond _____, 2018.

This Note is issued pursuant to the Constitution and laws of the State of Florida, including, particularly, section 1011.14, Florida Statutes, and other applicable provisions of law (the "Act") and is issued pursuant to and subject to the terms and conditions of the Resolution of the District related thereto adopted on October 22, 2013 (the "Resolution"). The principal and interest is payable solely from certain ad valorem tax and other legally available revenues received by the District during the period in which this Note is outstanding in accordance with section 1011.14, Florida Statutes, all as more particularly described in the Resolution (the "Sources of Payment").

This Note is not subject to prepayment prior to maturity.

This Note has all the qualities and incidents of an instrument under the Uniform Commercial Code of the State of Florida.

THIS NOTE AND THE INTEREST THEREON IS A SPECIAL OBLIGATION OF THE DISTRICT PAYABLE SOLELY FROM THE SOURCES OF PAYMENT AND SECURED ONLY BY A PLEDGE OF AND A LIEN ON THE SOURCES OF PAYMENT. THIS NOTE AND THE PRINCIPAL AND THE INTEREST THEREON DO NOT CONSTITUTE INDEBTEDNESS OF OR A PLEDGE OF THE FULL FAITH AND CREDIT OF THE STATE OF FLORIDA, GADSDEN COUNTY, FLORIDA, THE SCHOOL BOARD OR THE DISTRICT WITHIN THE MEANING OF ANY CONSTITUTIONAL OR STATUTORY PROVISION OR LIMITATION, BUT SHALL BE PAYABLE SOLELY FROM THE SOURCES OF PAYMENT BUDGETED AND APPROPRIATED FOR SUCH PURPOSE IN ACCORDANCE WITH THE RESOLUTION. IT IS EXPRESSLY AGREED BY THE HOLDER HEREOF THAT SUCH HOLDER SHALL NOT HAVE THE RIGHT TO COMPEL THE EXERCISE OF THE AD VALOREM TAXING POWER OF THE STATE OF FLORIDA, LEON COUNTY, FLORIDA, THE SCHOOL BOARD OR THE DISTRICT.

It is further agreed between the District and the holder of this Note that this Note and the obligation evidenced thereby shall not constitute a lien upon any property of or in the District, other than the Sources of Payment in the manner provided in the Resolution.

Should the District default in any of its obligations under this Note, the Noteholder shall have all legal remedies available to enforce this Note, and the School Board shall pay from the Sources of Payment, all reasonable fees and expenses incurred by the Noteholder in enforcing the obligations of this Note, including attorneys' fees, whether or not suit be brought and including such fees and other expenses on appeal or in insolvency proceedings.

Pursuant to the Resolution, the District has designated this Note as a "qualified tax-exempt obligation" under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is subject in all respects to the provisions of the Resolution which are incorporated herein by reference thereto and to which the holder hereof acknowledges and consents.

IN WITNESS WHEREOF, the School District of Gadsden County, Florida acting by and through the School Board of Gadsden County, Florida, has caused this Note to be manually executed by its Chairman, and attested to by its Ex-Officio Secretary, and this Note to be dated as of October __, 2013, at Quincy, Florida.

SCHOOL DISTRICT OF GADSDEN COUNTY

By: _____
Chairman, School Board of Gadsden County,
Florida

ATTEST:

Superintendent and Ex-Officio Secretary,
School Board of Gadsden County, Florida

EXHIBIT B

GENERAL DESCRIPTION OF THE CAPITAL PROJECT

The acquisition, construction and equipping of a 30,741 square foot classroom wing at the Havana Middle School located at 1210 Kemp Road in Havana, Florida to accommodate students in Pre-kindergarten through Grade 3.

EXHIBIT C

ELECTION TO EXTEND MATURITY DATE

Re: School District of Gadsden County, Florida Revenue Anticipation Note, Series 2013

[Addressed to Registered Noteholder]

The School Board hereby notifies Capital City Bank of its election to extend the maturity of its obligation under the referenced Note (the "Note"), from the current maturity date of _____, 20__ to _____, 20__. This is the __ extension of such Note. In no event may the maturity of the Note be extended past _____, 2018.

In connection with this extension, the School Board certifies:

1. The School Board hereby notifies Capital City Bank of its election to extend the maturity of its obligation under the Note, from the current maturity date of _____, 20__ to _____, 20__. This is the __ extension of such Note. In no event may the maturity of the Note be extended past _____, 2018.

2. As stated in the Note, upon this extension, the Note is secured by revenues of the School District accruing on a current basis for the 12 month period from the effective date of the extension (_____, 20__) to the date of the extended maturity of _____, 20__, without pledging the credit of the School District or requiring future levy of taxes beyond the maturity date, as extended, all as further provided pursuant to section 1011.14, Florida Statutes.

Dated this __ day of _____, 20__.

**SCHOOL BOARD OF GADSDEN COUNTY,
FLORIDA**

By: _____

Title: _____

EXHIBIT D

THE COMMITMENT

EXHIBIT E

FORM OF PURCHASER'S CERTIFICATE

This is to certify that Capital City Bank (the "Bank") has not required the School Board of Gadsden County, Florida (the "Issuer") to deliver any offering document and has conducted its own investigation, to the extent it deems satisfactory or sufficient, into matters relating to business affairs or conditions (either financial or otherwise) of the Issuer in connection with the issuance of the \$_____ Revenue Anticipation Note, Series 2013 (the "Note"), and no inference should be drawn that the Bank, in the acceptance of said Certificate, is relying on Bryant Miller Olive P.A. ("Bond Counsel") or Ausley McMullen ("Issuer Counsel") as to any such matters other than the legal opinions addressed to the Bank rendered by Bond Counsel and Issuer Counsel. Any capitalized undefined terms used herein not otherwise defined shall have the meaning set forth in the Resolution adopted by the Issuer on October 22, 2013 (the "Resolution").

We acknowledge and understand that the Resolution is not being qualified under the Trust Indenture Act of 1939, as amended (the "1939 Act"), and is not being registered in reliance upon the exemption from registration under Section 3(a)(2) of the Securities Act of 1933, Section 517.051(1), Florida Statutes, and/or Section 517.061(7), Florida Statutes, and that neither the Issuer, Bond Counsel nor the Issuer Counsel shall have any obligation to effect any such registration or qualification.

We are not acting as a broker or other intermediary, and are purchasing the Note as an investment for our own account and not with a present view to a resale or other distribution to the public. Nonetheless, the Bank reserves the right to sell the Note. We understand that the Note may not be transferred in a denomination less than \$100,000 under any circumstance.

We are not purchasing the Note for the direct or indirect promotion of any scheme or enterprise with the intent of violating or evading any provision of Chapter 517, Florida Statutes.

DATED this ____ day of October, 2013.

CAPITAL CITY BANK

By: _____
Name: Ramsay H. Sims
Title: Vice President

EXHIBIT F

FORM OF DISCLOSURE LETTER

The undersigned, as purchaser, proposes to negotiate with the School Board of Gadsden County, Florida (the "Issuer") for the private purchase of the School Board of Gadsden County, Florida, Revenue Anticipation Note, Series 2013 (the "Note") in the principal amount of \$_____. Prior to the award of the Note, the following information is hereby furnished to the Issuer:

1. Set forth is an itemized list of the nature and estimated amounts of expenses to be incurred for services rendered to us (the "Bank") in connection with the issuance of the Note (such fees and expenses to be paid by the Issuer):

_____ \$_____

Bank Counsel Fee: \$_____

2. (a) No fee, bonus or other compensation is estimated to be paid by the Bank in connection with the issuance of the Note to any person not regularly employed or retained by the Bank (including any "finder" as defined in Section 218.386(1)(a), Florida Statutes).

(b) No person has entered into an understanding with the Bank, or to the knowledge of the Bank, with the Issuer, for any paid or promised compensation or valuable consideration, directly or indirectly, expressly or implied, to act solely as an intermediary between the Issuer and the Bank or to exercise or attempt to exercise any influence to effect any transaction in the purchase of the Note.

3. The amount of the underwriting spread expected to be realized by the Bank is \$0.

4. The management fee to be charged by the Bank is \$0.

5. Truth-in-Bonding Statement:

The Note is being issued primarily to pay for the purchase of school buses, land and equipment for educational purposes, the erection of, alternation to, or addition to educational facilities, or the adjustment of insurance on educational property on a five year plan, as provided by the rules of the State Board of Education, and to pay a portion of the costs and expenses incurred in connection with the issuance of the Note.

The Note is expected to be repaid by _____, 2014 (subject to four one-year extensions as provided in the Resolution adopted by the School Board on October 22, 2013 (the "Resolution")). Assuming the maturity of the Note is not extended by the School Board pursuant to the Resolution, at an interest rate of _____%, total interest paid over the life of the Note is estimated to equal approximately \$_____.

The Note will be payable solely from the Sources of Payment sufficient to make such payments, appropriated and deposited as described in the Resolution. See the Resolution for definitions of Sources of Payment. Assuming the maturity of the Note is extended by the School Board pursuant to the Resolution, issuance of the Note is estimated to result in an annual maximum of approximately \$_____ of Sources of Payment not being available to finance the other services of the Issuer during the life of the Note.

6. The name and address of the Bank is as follows:

Capital City Bank
304 East Tennessee Street
Tallahassee, Florida 32301

IN WITNESS WHEREOF, the undersigned has executed this Disclosure Letter on behalf of the Bank this ____ day of _____, 2013.

CAPITAL CITY BANK

By: _____
Name: Ramsay H. Sims
Title: Vice President

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: October 22, 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.	185802	\$ 6,516.61	110
Florida School Book Depository	185734	28,866.69	110
PAEC	185736	5,000.00	110

FUND SOURCE: General Fund

AMOUNT: \$40,383.30

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

DIST: 20 FY: 14

12. REQUEST/PURCH ORDER SCAN

TIME: 14:29

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#		
P	---	---	V T02600000	---	---	---		
NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185465		082613	9007	VT02600000	BY	12,500.00	12,500.00	.00
185469		081613	9007	VT02600000	BY	2,700.00	2,700.00	.00
185744	90013701	092613	9001	VT02600000	YBN	397.50	.00	397.50
185802		100713	9007	VT02600000	YB	6,516.61	.00	6,516.61

TOTAL 22,114.11 15,200.00 6,914.11

ALL RECORDS DISPLAYED. NEXT?

PF3 FOR ACCOUNT NUM SCAN TERML: 8AAH

4-© 1 Sess-1 199.44.72.2 TW1H0031 4/9

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

185734

DATE
09/26/13

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 VF10400000 FLORIDA SCHOOL BOOK DEPOSITORY P O BOX 6578 JACKSONVILLE FL 32236	SHIP TO THIS ADDRESS GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
---	--

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
	<i>Bonnie Reed</i>	

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

Preferred Vendor

ATTN: DR. SYLVIA R. JACKSON

1		ADDITIONAL READING TEXTBOOKS K-5 SEE ATTACHED ORDER	28866.69	28866.69
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Fs. 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."

TOTAL 28,866.69

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	28,866.69 AMOUNT	
110	5100	520	0041	1101840	100	9576.67	
110	5100	520	0141	1101840	100	7371.43	
110	5100	520	0191	1101840	100	1617.77	
110	5100	520	0201	1101840	100	6826.82	
110	5200	510	9001	4226940	100	3474.00	
110		520	0001	1101840			
				<i>BH...</i>			

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: October 22, 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	185777	\$ 4,640.52	110 General Fund
Konica Minolta	185778	6,530.52	110 General Fund
Konica Minolta	185779	4,235.52	110 General Fund
Konica Minolta	185780	980.40	110 General Fund
Konica Minolta	185781	1,149.00	420 ESE - IDEA

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

AMOUNT: \$16,386.96 General Fund and \$1,149.00 IDEA

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Media and Technology

DIVISION: Media and Technology Department

PURPOSE AND SUMMARY OF ITEMS:

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

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Xerox Cap Services, LLC	185717	\$27,177.12	110
School InSites.Com	185782	23,400.00	110
School InSites.Com	185783	6,000.00	110

FUND SOURCE: General Fund 110 Fund

AMOUNT: \$56,577.12

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

DATE
10/07/13

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

185782

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 VS04105000	SHIP TO THIS ADDRESS
SCHOOLINSITES.COM 2000 SOUTHRIDGE PARKWAY SUITE 407 BIRMINGHAM AL 35209	GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

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

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

Bd Appl: _____

ATTENTION: SHEANTIKA WIGGINS

13		SCHOOL WEB HOSTING FROM 07/01/13 THRU 06/30/14 USAC PORTION	1800.00	23400.00
----	--	---	---------	----------

PAY TERMS: NET 30

TOTAL 23,400.00

- 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	23,400.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
110	5100	360	0231	1104970	103	1800.00		
110	5100	360	9106	1104970	103	1800.00		
110	5100	360	0245	1104970	130	1800.00		
110	5100	360	0061	1104970	102	1800.00		
110	5100	360	0211	1104970	102	1800.00		
110	5100	360	0051	1104970	103	1800.00		
110	5100	360	0151	1104970	101	1800.00		
110	5100	360	0101	1104970	101	1800.00		
110	5100	360	0041	1104970	101	1800.00		
110	5100	360	0141	1104970	101	1800.00		
110	5100	360	0171	1104970	101	1800.00		
110	5100	360	0091	1104970	101	1800.00		
110	5100	360	0071	1104970	103	1800.00		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEMS: Purchase Orders for Dell Computers

DIVISION: GTI and Crossroad Academy from Race To The Top

PURPOSE AND SUMMARY OF ITEMS:

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

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Dell Marketing LP	185681	\$ 16,189.00	420 Carl Perkins Grant
Dell Marketing LP	185775	15,541.46	434 Race To The Top

FUND SOURCE: Carl Perkins Grant in 420 Fund; Race To The Top in 424 Fund

AMOUNT: \$31,730.46

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

DIST: 20 FY: 14

12. REQUEST/PURCH ORDER SCAN

TIME: 16:05

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#		
P			V D04220000		070113 093013			
NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185084	00711002	070113	0071	VD04220000	BY	261.22	261.22	.00
185192	00001001	070113	9022	VD04220000	XN	638.00	638.00	.00
185216	90017221	070113	9001	VD04220000	BY	4,438.04	4,438.04	.00
185242	90161002	070113	9016	VD04220000	BY	443.76	443.76	.00
185373	00000001	070113	9022	VD04220000	BY	196.16	196.16	.00
185554	00000004	082813	9001	VD04220000	YBN	1,803.30	.00	1,803.30
185555	00000005	082813	9001	VD04220000	BY	5,278.00	5,278.00	.00
185604	90015702	090913	9001	VD04220000	YBN	17,059.90	.00	17,059.90
185681	02455001	092013	0245	VD04220000	YBN	16,189.00	.00	16,189.00
185688	00001113	092013	9001	VD04220000	YBN	743.51	.00	743.51
185726	00001116	092013	9026	VD04220000	YBN	901.65	.00	901.65
185742	00000004	092613	9001	VD04220000	YBN	1,128.24	.00	1,128.24

TOTAL 49,080.78 11,255.18 37,825.60

ALL RECORDS DISPLAYED. NEXT? PF3 FOR ACCOUNT NUM SCAN TERML: 8AAC

4-© 1 Sess-1 199.44.72.2 TW1H0011 4/9

+SFS \$ 2,441.74

DIST: 20 FY: 14

12. REQUEST/PURCH ORDER SCAN

TIME: 16:06

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#
P	_____	_____	F D04220000	---	070113 093013	_____

NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185490	00000004	081613	9004	FD04220000	YBN	2,441.74	.00	2,441.74

TOTAL	2,441.74	.00	2,441.74
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ALL RECORDS DISPLAYED. NEXT?

PF3 FOR ACCOUNT NUM SCAN TERML: 8AAC

4-©	1	Sess-1	199.44.72.2	TW1H0011	4/9
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RuSmith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: Federal Programs Purchase Orders

DIVISION: Federal

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

PURPOSE AND SUMMARY OF ITEM:

<u>Vendor</u>	<u>PO#</u>	<u>Fund</u>	<u>Amount</u>
Sebit, LLC	185809	420	\$5,000.00
Sebit, LLC	185510	420	\$13,680.00
Curriculum Associates	185511	420	\$3,982.28

FUND SOURCE: Title I

AMOUNT: \$22,662.28

PREPARED BY: Rose Raynak

POSITION: Director of Federal Programs

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

2013 OCT 15 PM 1:56
SCHOOL BOARD AGENDA

DIST: 20 FY: 14

12. REQUEST/PURCH ORDER SCAN

TIME: 15:57

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#		
P			V C20600000					
NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185534	90161001	082313	9016	VC20600000	YBN	1,678.62	.00	1,678.62
185640	90162001	091113	9016	VC20600000	BY	70.93	70.93	.00
185644	90162005	091113	9016	VC20600000	BY	710.42	710.42	.00
185664	90164002	091313	9016	VC20600000	YBN	2,252.87	.00	2,252.87
185754	90164002	092613	9016	VC20600000	YBN	2,411.95	.00	2,411.95
185811	90162003	101013	9016	VC20600000	YBN	3,982.28	.00	3,982.28

TOTAL 11,107.07 781.35 10,325.72

ALL RECORDS DISPLAYED. NEXT?

REF FOR ACCOUNT NUM SCAN TERML: 8AAK

4-© 2 Sess-1 199.44.72.2 TW1H0036 4/9

DIST: 20 FY: 14 12. REQUEST/PURCH ORDER SCAN TIME: 16:27

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#		
P	_____	_____	V A02880000	---	_____	_____		
NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185809	90162001	101013	9016	VA02880000	YBN	5,000.00	.00	5,000.00
185810	90162002	101013	9016	VA02880000	YBN	13,680.00	.00	13,680.00

TOTAL 18,680.00 .00 18,680.00

ALL RECORDS DISPLAYED. NEXT? PF3 FOR ACCOUNT NUM SCAN TERML: 8AAE

4-© 1 Sess-1 199.44.72.2 TW1H0014 4/9

THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

DATE

10/10/13

185809

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

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

Sms ✓

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

VA02880000

SHIP TO THIS ADDRESS

SEBIT, LLC.
ADAPTIVE CURRICULUM
1475 N SCOTTSDALE S-120
SCOTTSDALE AR 85257

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
----------	-------------	-------------	------------	-------

3d April: _____

ATTN: ROSE RAYNAK/DM

1	WHAT:	TRAINING OF ADAPTIVE CURRICULUM, A RIGOROUS STANDARDS BASED INTERACTIVE E-LEARNING PLATFORM FOR UPPER ELEMENTARY, MIDDLE & HIGH SCHL MATH/SCIENCE REMEDIATION & ACCELERATION. IT ALSO PREPARES FOR THE EOC EXAMS. CAN BE USED WITH INTERATICE WHITE BOARDS. INCLUDES, QUIZES, LESSON PLANS TEACHER GUIDES	5000.00	5000.00
---	-------	---	---------	---------

3d Source

WHEN: 2 1/2 DAYS OF ONSITE TRAINING

TOTAL 5,000.00

PAY TERMS: NET 30

- All correspondence/shippers 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	5,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
420	6400	310	0231	4221245		1700.00	
420	6400	310	0071	4221245		650.00	
420	6400	310	9001	4221245		300.00	
420	6400	310	0191	4221245		400.00	
420	6400	310	0141	4221245		400.00	
420	6400	310	0171	4221245		400.00	
420	6400	310	0061	4221245		500.00	
420	6400	310	0201	4221245		650.00	

DATE
10/10/13

THE
35 MA

*2 pos =
18,680*

GADSDEN COUNTY

PURCHASE ORDER NO.

185810

D. QUINCY, FLORIDA 32351
FAX (850) 627-2760
2.fl.us *Sams* ✓

FL SALES TAX EXEMPTION # 80001202101004

FEDERAL ID # 59-6000615

VENDOR VA02880000	SHIP TO THIS ADDRESS
SEBIT, LLC. ADAPTIVE CURRICULUM 1475 N SCOTTSDALE S-120 SCOTTSDALE AR 85257	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
----------	-------------	-------------	------------	-------

3rd Approval: _____ ATTN: ROSE RAYNAK/DM

WHAT: LICENSES FOR ADAPTIVE CURRICULUM, A RIGOROUS STANDARDS BASED INTERACTIVE E-LEARNING PLATFORM FOR UPPER ELEMENETARY, MIDDLE & HIGH MATH/SCIENCE REMEMDIATION & ACCELERATION. IT ALSO PREPARES THEM FOR THE EOC EXAMS AND CAN BE USED WITH WHITE BOARDS. IT INCLUDED TEACHER GUIDES, LESSON PLANS, QUIZES & ASSESS.

Sole Source ✓

1	FEEES:	760 @ \$18/EACH	13680.00	13680.00
			TOTAL	13,680.00

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	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	13,680.00 AMOUNT	
420	5100	360	0231	4221246	100	4651.20	
420	5100	360	0071	4224442	100	1778.40	
420	5100	360	9001	4221242	100	342.00	
420	5100	360	9001	4212631	100	136.80	
420	5100	360	9001	4221244	100	342.00	
420	5100	360	0191	4221246	100	1094.40	
420	5100	360	0141	4224442	100	1094.40	
420	5100	360	0171	4221240	100	1094.40	
420	5100	360	0061	4224445	102	1368.00	
420	5100	360	0201	4221240	100	1778.40	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEMS: Blanket Purchase Orders for Maintenance

DIVISION: Maintenance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following Blanket Purchase Orders to provide maintenance functions for the 2013-2014 school year:

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
Barnes Equipment Co. Inc.	185761	\$ 7,300.00	110
Concrete Services of Quincy	185758	3,500.00	110

FUND SOURCE: General Fund

AMOUNT: \$10,800.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business and Finance

DIST: 20 FY: 14

12. REQUEST/PURCH ORDER SCAN

TIME: 14:13

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#		
P	---	---	V B03070000	---	---	---		
NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185536	90204080	082313	9020	VB03070000	BY	2,500.00	2,500.00	.00
185719	90204096	092013	9020	VB03070000	YBN	2,568.75	.00	2,568.75
185720	90204097	092013	9020	VB03070000	YBN	2,543.75	.00	2,543.75
185761	90204102	092613	9020	VB03070000	YBN	7,300.00	.00	7,300.00

TOTAL 14,912.50 2,500.00 12,412.50

ALL RECORDS DISPLAYED. NEXT? PFS FOR ACCOUNT NUM SCAN TERML: 8AAK
 4-© 2 Sess-1 199.44.72.2 TW1H0036 4/9

DIST: 20 FY: 14 12. REQUEST/PURCH ORDER SCAN TIME: 15:03

TYPE	CNTR	FND	---VENDOR--	E S I	FR--ISSUE--TO	START#		
P			V C14860000					
NUM-PO	REQ-NUM-	DATE	CNTR-	VENDOR--	ESI	ORIGINAL	LIQ/PAID	CURRENT
185036		070113	9020	VC14860000	BY	3,880.00	3,880.00	.00
185187	90204019	070113	9020	VC14860000	BY	4,986.00	4,986.00	.00
185596	90204086	090513	9020	VC14860000	YBN	2,652.00	.00	2,652.00
185758	90204099	092613	9020	VC14860000	YBN	3,500.00	.00	3,500.00

TOTAL 15,018.00 8,866.00 6,152.00

ALL RECORDS DISPLAYED. NEXT? PF3 FOR ACCOUNT NUM SCAN TERML: 8AAC
 4-© 1 Sess-1 199.44.72.2 TW1H0011 4/9

DIST: 20 FY: 14

6. VENDOR INVOICE SCAN

TIME: 14:58

FR-ENTERED-TO	BATCH	---VENDOR---	RCP	PO NUM	CHECK#	CNTR
070113	093013	V C14860000				

--VENDOR--	-----INVOICE----	UT	-DATE-	-----AMOUNT---	RCP	PO NUM	CHECK#	ENTRED
VC14860000	C-13.19	CPA	080113	3,880.00	Y	185036	095740	082113
VC14860000	C-13.32	CPA	081913	1,975.00	Y		095960	090413
VC14860000	C-13.34		082013	475.00	Y		096169	091713
VC14860000	GC-13.16	CES	081913	4,986.00	Y	185187	095960	090413

TOTAL 11,316.00 *paid*

ALL RECORDS DISPLAYED. NEXT?

TERML: 8AAC

4-©	1	Sess-1	199.44.72.2	TW1H0011	#84/14
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SUMMARY SHEET

Rubenstein

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8g

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: For School Board approval to pay open invoice to Mike Bryant Lawn Care.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval to pay invoice #4545 in the amount of \$5000.00 to Mike Bryant for lawn services. Services were rendered during the month of September 2013 at the following locations and provided during a period when these locations were not under contract:

Carter Parramore	Gadsden Technical	Stewart Street Elementary
Chattahoochee Elementary	Havana Elementary	Transportation Dept.
Gadsden Elementary	Havana Middle	Maintenance Dept.
George Munroe	Shanks Middle	Warehouse
Gretna Elementary	St. John Elementary	

FUND SOURCE: 110

AMOUNT: \$5000.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

Backhoe
Front End Loader
Harrowing
Bush Hog
Grading
Hauling
Firewood

Mike Bryant
Backhoe, Tractor Work & Lawn Care

149 Ranch Road
Quincy, Florida 32351
Office: 875-4563 • Cellular: 509-2110

INVOICE

NR 4545

send copy to
Board.

at 17,272.32

+ 5,000.00

greater than \$15,000.00

Date: 9-11-13
Customer's Order No. Phone No. Helper Date
Bill To: [Handwritten] Order Taken By
Address: [Handwritten]
City / State / Zip: Quincy, FL
Job Name & Location
Work Ordered By

DESCRIPTION OF WORK

Lawn Care, [Handwritten] 9-11-13
APPROVED BY: [Handwritten] DATE: 10-15-2013
DIRECTOR OF FACILITIES
110-8100-350- -1104650

- CARTER PARRAMORE
- CHATTAHOOCHEE ELEMENTARY
- GADSDEN ELEMENTARY
- GEORGE MUNROE
- GRETA ELEMENTARY
- GADSDEN TECHNICAL
- HAVANA ELEMENTARY
- HAVANA MIDDLE
- SHANKS MIDDLE
- ST. JOHN ELEMENTARY
- STEWART STREET ELEMENTARY

TRANSPORTATION DEPT.
MAINTENANCE DEPT.
WAREHOUSE

Total Materials
Total Labor
Tax
Total Amount \$ 5,000.00
 No One Home Date Completed: 10-15-13
Thank You for Your Business

SUMMARY SHEET

Rubrite

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: For School Board approval to pay open invoices to Brooks Air Systems.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval to pay open invoices to Brooks Air Systems for *comprehensive maintenance* to the HVAC systems at East Gadsden High and West Gadsden High during the months this service was not under contract. The service period was for the months of July, August, September and October, 2013 broken down as follows:

East Gadsden High	West Gadsden High
\$3,827.00 month	\$3,185.00 month
<u>X 4</u>	<u>x 4</u>
\$15,308.00	\$12,740.00

FUND SOURCE: 110

AMOUNT: \$28,048.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

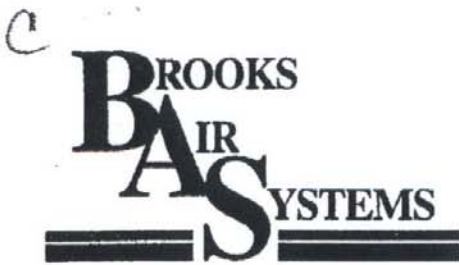
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.



Invoice

Date: 7/8/2013
 Invoice No.: 14309

11196 St. Johns Ind. Pkwy, S.
 Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
 GADSDEN COUNTY SCHOOL BOARD
 35 MARTIN LUTHER KING
 JR. BOULEVARD
 QUINCY, FL 32351

Service at: WEST GADSDEN HIGH SCHOOL
 200 PROVIDENCE ROAD
 Quincy, FL 32330

Customer ID: GA02

Description: Agreement 452 Billing #1 of 12

Reference: Agreement 452

Terms: Net 30

PO Number: 182917

Description of Work Performed:

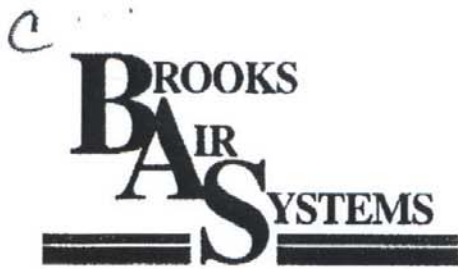
Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,185.00	3,185.00
			Agreement Subtotal	3,185.00

APPROVED BY: Wayne Shepard
 DIRECTOR OF FACILITIES

DATE: 10-15-2013

110-8100-350-0051-1101379

Subtotal:	3,185.00
Sales Tax:	0.00
Total Due:	3,185.00



Invoice

Date: 8/6/2013
Invoice No.: 14310

11196 St. Johns Ind. Pkwy, S.
Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
GADSDEN COUNTY SCHOOL BOARD
35 MARTIN LUTHER KING
JR. BOULEVARD
QUINCY, FL 32351

Service at: WEST GADSDEN HIGH SCHOOL
200 PROVIDENCE ROAD
Quincy, FL 32330

Customer ID: GA02

Description: Agreement 452 Billing #2 of 12

Reference: Agreement 452

Terms: Net 30

PO Number: 182917

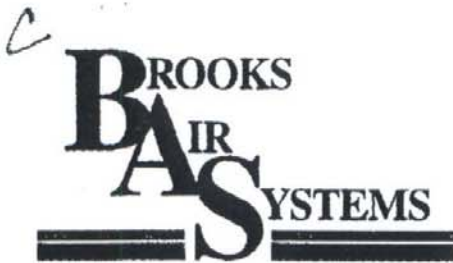
Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,185.00	3,185.00
			Agreement Subtotal	3,185.00

APPROVED BY: Wayne Shepard DATE: 10-15-2013
DIRECTOR OF FACILITIES

110-8100-350-0051-1101379

Subtotal:	3,185.00
Sales Tax:	0.00
Total Due:	3,185.00



Invoice

Date: 9/9/2013
 Invoice No.: 14311

11196 St. Johns Ind. Pkwy, S.
 Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
 GADSDEN COUNTY SCHOOL BOARD
 35 MARTIN LUTHER KING
 JR. BOULEVARD
 QUINCY, FL 32351

Service at: WEST GADSDEN HIGH SCHOOL
 200 PROVIDENCE ROAD
 Quincy, FL 32330

Customer ID: GA02

Description: Agreement 452 Billing #3 of 12

Reference: Agreement 452

Terms: Net 30

PO Number: 182917

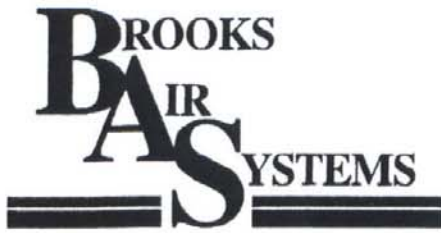
Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,185.00	3,185.00
			Agreement Subtotal	3,185.00

APPROVED BY: Wayne Shepard DATE: 10-15-2013
 DIRECTOR OF FACILITIES

110-8100-350-0051-1101379

Subtotal:	3,185.00
Sales Tax:	0.00
Total Due:	3,185.00



Invoice

Date: 10/8/2013
Invoice No.: 14349

11196 St. Johns Ind. Pkwy, S.
Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
GADSDEN COUNTY SCHOOL BOARD
35 MARTIN LUTHER KING
JR. BOULEVARD
QUINCY, FL 32351

Service at: WEST GADSDEN HIGH SCHOOL
200 PROVIDENCE ROAD
Quincy, FL 32330

Customer ID: GA02

Description: Agreement 452 Billing #4 of 12

Reference: Agreement 452

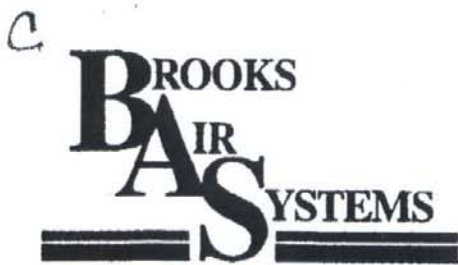
Terms: Net 30

PO Number: 182917

Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,185.00	3,185.00
			Agreement Subtotal	3,185.00

Subtotal:	3,185.00
Sales Tax:	0.00
Total Due:	3,185.00



Invoice

Date: 7/8/2013
 Invoice No.: 14306

11196 St. Johns Ind. Pkwy, S.
 Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
 GADSDEN COUNTY SCHOOL BOARD
 35 MARTIN LUTHER KING
 JR. BOULEVARD
 QUINCY, FL 32351

Service at: EAST GADSDEN HIGH SCHOOL
 27001 BLUE STAR HWY
 HAVANA, FL 32333

Customer ID: GA02

Description: Agreement 451 Billing #1 of 12

Reference: Agreement 451

Terms:

PO Number: 182918

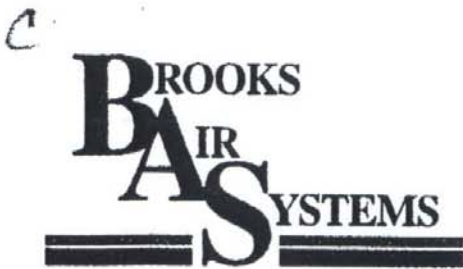
Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,827.00	3,827.00
			Agreement Subtotal	3,827.00

APPROVED BY: Wayne Shepard DATE: 10-15-2013
 DIRECTOR OF FACILITIES

110-8100-350-0071-1101379

Subtotal:	3,827.00
Sales Tax:	0.00
Total Due:	3,827.00



Invoice

Date: 8/6/2013
 Invoice No.: 14307

11196 St. Johns Ind. Pkwy, S.
 Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
 GADSDEN COUNTY SCHOOL BOARD
 35 MARTIN LUTHER KING
 JR. BOULEVARD
 QUINCY, FL 32351

Service at: EAST GADSDEN HIGH SCHOOL
 27001 BLUE STAR HWY
 HAVANA, FL 32333

Customer ID: GA02

Description: Agreement 451 Billing #2 of 12

Reference: Agreement 451

Terms:

PO Number: 182918

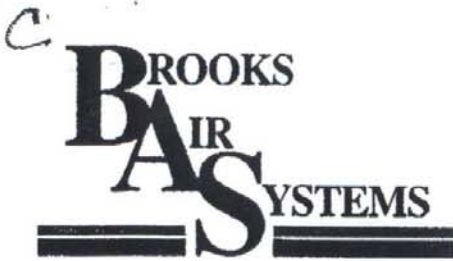
Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,827.00	3,827.00
			Agreement Subtotal	3,827.00

APPROVED BY: Wayne Jaenisch DATE: 10-15-2013
 DIRECTOR OF FACILITIES

110-8100-350-0071-1101379

Subtotal:	3,827.00
Sales Tax:	0.00
Total Due:	3,827.00



11196 St. Johns Ind. Pkwy, S.
Jacksonville, FL 32246

Invoice

Date: 9/9/2013
Invoice No.: 14308

Bill to: SHIRLEY ALDAY
GADSDEN COUNTY SCHOOL BOARD
35 MARTIN LUTHER KING
JR. BOULEVARD
QUINCY, FL 32351

Service at: EAST GADSDEN HIGH SCHOOL
27001 BLUE STAR HWY
HAVANA, FL 32333

Customer ID: GA02

Description: Agreement 451 Billing #3 of 12

Reference: Agreement 451

Terms:

PO Number: 182918

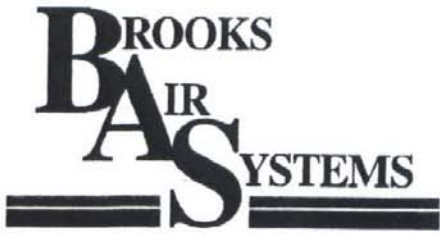
Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,827.00	3,827.00
			Agreement Subtotal	3,827.00

APPROVED BY: Wayne Shepard DATE: 10-15-2013
DIRECTOR OF FACILITIES

110-8100-350-0071-1101379

Subtotal:	3,827.00
Sales Tax:	0.00
Total Due:	3,827.00



Invoice

Date: 10/8/2013
Invoice No.: 14348

11196 St. Johns Ind. Pkwy, S.
Jacksonville, FL 32246

Bill to: SHIRLEY ALDAY
GADSDEN COUNTY SCHOOL BOARD
35 MARTIN LUTHER KING
JR. BOULEVARD
QUINCY, FL 32351

Service at: EAST GADSDEN HIGH SCHOOL
27001 BLUE STAR HWY
HAVANA, FL 32333

Customer ID: GA02

Description: Agreement 451 Billing #4 of 12

Reference: Agreement 451

Terms:

PO Number: 182918

Description of Work Performed:

Item	Description	Quantity	Unit Price	Amount
Agreement	Comprehensive	1.00	3,827.00	3,827.00
			Agreement Subtotal	3,827.00

Subtotal:	3,827.00
Sales Tax:	0.00
Total Due:	3,827.00

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8i

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: PAEC Agreement – STEM Transportation

DIVISION: K-12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

This is a contractual agreement between the Panhandle Area Consortium and the Gadsden County School Board for transportation of STEM students to scheduled project and grant-related activities.

FUND SOURCE: FEFP

AMOUNT: \$1,800.00

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



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 _____

14-034

Panhandle Area Educational Consortium Contract Agreement

THIS CONTRACT is entered into by and between the Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractee", and Gadsden District Schools, 35 Martin Luther King, JR Quincy Florida 32351 hereinafter called "contractor," under prime project award # 670-RA311-2C001, PAEC project # 7221404, entitled FloridaLearns STEM Scholars, funded by the Florida Department of Education (CFDA#84.395A).

The contract will commence August 1, 2013 and will continue until July 31, 2014. Brenda Crouch will direct the activities of the contract.

The Contractee agrees to compensate contractor for the amount of not to exceed, \$1,800.00 at a rate of \$1.50/mile and the board approved rate of pay for the driver. The payment schedule will be upon receipt of services, invoices, and documentation in the form of mileage logs for buses and payroll reports for drivers. 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. Sharon Mitchell shall approve submitted material and invoices before payment is made.

PAEC will not be responsible for payment of any Worker's Compensation claims to the contractor or any employee of the contractor. The contractor understands that he/she is an independent contractor.

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, District of Record, for approval.

The services provided through this contract are stipulated as follows:

The contractor, Gadsden District Schools will:

1. Collaborate with FloridaLearns STEM Scholars grant personnel to schedule transportation for project activities.
2. Provide requested transportation services for FloridaLearns STEM Scholars grant-related activities.

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

1. Collaborate with the district transportation director or designee to schedule project-related transportation.
2. Remit payment upon receipt of invoice and appropriate supporting documentation at a rate not to exceed:
 - A. \$1.50/mile for bus travel
 - B. Board approved rate of pay for the bus driver

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 and 12689, "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/Grantee'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 grantee, the subgrantee, the Federal Grantor Agency, the Comptroller General of the United States or any of their duly authorized representatives 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 grantee 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 the grantee funding allocations. 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.

Audit Requirements

- A. If the contractor is a non-Federal entity that, during the effective period of this contract, expends \$500,000 or more in a year in Federal awards, the contractor shall have an audit conducted for that year in accordance with OMB Circular A-133 or in accordance with other applicable Federal regulations if excluded from coverage under OMB Circular A-133.
- B. A contractor who is required to have an audit conducted in accordance with the provisions of OMB Circular A-133, shall submit to PAEC a copy of the Reporting Package (as defined in the circular) when the schedule of findings and questioned costs disclose audit findings relating to this contract or when the summary schedule of prior audit findings reports the status of any audit findings relating to this contract.
- C. When the contractor is not required to submit the Reporting Package pursuant to Paragraph B above, the contractor shall submit to PAEC written notification that:
1. An audit of the contractor was conducted in accordance with OMB Circular A-133, including timely filing;
 2. The schedule of findings and questioned costs disclosed no audit findings relating to any Federal award that PAEC provided;
 3. The summary schedule of prior audit findings did not report on the status of any audit findings relating to any Federal award that PAEC provided;
 4. No material issues of non-compliance were reported; and
 5. No reportable conditions related to internal controls were reported.
- D. A contractor excluded from coverage under OMB Circular A-133 and audited in accordance with other applicable Federal regulations, shall submit to PAEC a copy of all audit reports disclosing findings or questioned costs related to this contract or any Federal award that PAEC provided.

The contractor must identify the period covered by the audit and the name, amount, and CFDA number of the Federal award provided by PAEC. The contractor shall submit the documentation described above to PAEC within 30 days after receipt of the auditor's report but no later than nine months after the end of the audit period, unless a longer period is agreed to by the contractor's cognizant audit agency.

The address to which the foregoing shall be submitted is

PAEC
ATTN: Lele Brock
753 West Blvd.
Chipley, FL 32428

Non-discrimination

The contractor agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meet the requirements of 28 CFR 42.301.

Force Majeure

Neither party shall be in breach of this contract if there is a total or partial failure by it in its duties and obligations occasioned by any act of God, fire, act of foreign, federal, state or local government, or any other reason beyond its reasonable control. In the event of delay in performance due to any such cause, the date of the delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.

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

Herbert J. Taylor, Superintendent
Washington County School Board

Reginald James, Superintendent
Gadsden District Schools

Date

Date

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date

59-6000898
Social Security # or Federal ID#

59-6000615
Social Security # or Federal ID #

WCSB Date: June 10, 2013

14-034

SUMMARY SHEET

Submitter

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8j

DATE OF SCHOOL BOARD MEETING: OCTOBER 22, 2013

TITLE OF AGENDA ITEM: Agreement between Gadsden County School Board and Elevation Healthcare

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

Elevation Healthcare will provide Speech and Language services to elementary and middle schools. These services will replace vacant Speech/Language positions.

SOURCE: FEFP

AMOUNT: \$58.00 per hour

PREPARED BY: *SBT* Sharon B. Thomas

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 2

CHAIRMAN'S SIGNATURE: page(s) numbered _____

SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper.

PROOF READ BY: *Reala L. Francis*

9019 OCT 17 PM 1:30
GADSDEN COUNTY BOARD
OF EDUCATION
OFFICE OF THE SUPERINTENDENT
1000 W. GADSDEN ST.
GADSDEN, GA 39801


elevation
HEALTHCARE
Service Agreement

THIS AGREEMENT made and entered in this **October 3rd, 2013** by and between **Elevation Healthcare, 559 King St., Suite B, Charleston, SC 29403** hereinafter referred to as the **Provider** and **Gadsden County Schools 35 Martin Luther King, Jr. Blvd. Quincy, FL 32351** hereinafter referred to as **LEA**.

Witnessed:

I The LEA, hereby agrees to:

- A provide access to appropriate records for the purpose of determining individual therapy needs.
- B pay the **Provider** at agreed rate per hour for contracted services determined in Confirmation of Assignment. Terms are DUE WITHIN 30 DAYS OF RECEIPT.
- C to hold all provisions of this **Agreement** in confidence and to refrain from disclosing any of such provisions to any third party unless already publicly known or unless such disclosure is required by law.
- D Notwithstanding any other provision in this contract, the **LEA** remains responsible for ensuring that any service provided pursuant to this **Agreement** complies with all pertinent provisions of federal, state, and local laws, rules and regulations.

II The Licensed Therapist hereby agrees to:

- A provide appropriate therapy to patients identified as needing services
- B consult with the Rehab Director/ Special Education Director, as appropriate, to insure programs are carried out correctly

III The LEA and Elevation Healthcare hereby mutually agree:

- A that amendments to or dissolution of the Agreement may be made during the term of the Agreement by written 30 day notice of each and both parties hereto. It is further agreed that upon dissolution, the **LEA's** financial consideration shall be on the actual costs incurred during the term of this Agreement at the time of termination.
- B that any modifications to this agreement must be written and signed by both parties. If collection activities are necessary, the **LEA** agrees to pay all the expenses thereof, including reasonable attorney's fees. The **LEA** consents to the jurisdiction of the courts of the State of South Carolina and agrees that its laws shall govern our relationship.

IV Term and Termination:

The agreement is for the term of the 2013-2014 school year.

V **Non-Competition:**

The LEA acknowledges that the therapists provided or submitted by **Elevation Healthcare** are under the engagement of **Elevation Healthcare** and as such cannot be hired directly, or contracted directly for a period of 12 months after the termination of this agreement.

VI **Nondiscrimination:**

The parties hereto acknowledge that nothing in this agreement shall be construed to permit discrimination based on race, color, national origin, handicap, religion, age, sex, or any other characteristic protected by law Title VI of the Civil Rights Act of 1964, as amended, or any other federal laws. Further, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act require that no otherwise qualified individual with a handicap shall solely by reason of the handicap, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in a facility certified under the Medicaid and or Medicare programs.

VII **Indemnification:**

Elevation Healthcare (the Provider) shall, through insurance and otherwise, hold harmless the LEA, its officers, and employees from any claim of liability resulting from any actions or negligence of the Provider, if any, relating to the care and treatment of students or other actions required to provide services pursuant to this contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

Signature _____
Date 10-3-2013
Provider
Stan McElveen
President
Elevation Healthcare

Signature _____
Date _____
LEA
Sharon Thomas
Special Education Director
Gadsden County Schools

Signature _____
Date _____
LEA
Reginald James
Superintendent
Gadsden County Schools

Schedule A

A: SCHEDULE OF RATES

The following schedule of rates is for temporary healthcare professionals. These fees are all inclusive, including recruitment, housing and compensation for each Healthcare Professional placed with Client.

Discipline	Rate
Physical Therapist	\$58
Occupational Therapist	\$58
Speech Therapist (CCC)	\$58
School Psychologist	\$58
PTA/COTA/SLPA	\$50 - \$54

B. OVERTIME – Client agree to pay one and one-half times (1.5) the regular rate set forth within this Exhibit A for Healthcare Professionals for all hours worked more than forty (40) hours per week at Client facility in accordance with state and federal wage and hour laws.

C. HOLIDAYS – Client agrees to pay one and one half times (1.5) the regular rate set forth in this Exhibit A for time worked by Healthcare Professionals on January 1st, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. A holiday shift I defined as any shift in which the majority of the hour worked I during the holiday.

Rob Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8k

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: Interlocal Agreement with the Gadsden County Board of County Commissioners, Department of Public Works.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval of *Interlocal Agreement* with Board of County Commissioners for the periodic use of labor & materials at the cost stated in the agreement.

FUND SOURCE: 110

AMOUNT: as per attachment B

PREPARED BY: Wayne Shepard *W.S.*

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.



GADSDEN COUNTY
Board of County Commissioners
DEPARTMENT OF PUBLIC WORKS

COMMISSIONERS:
ERIC F. HINSON
District 1
DOUGLAS M. CROLEY
District 2
GENE MORGAN
District 3
BRENDA A. HOLT
District 4
SHERRIE D. TAYLOR
District 5

ROBERT M. PRESNELL
County Administrator

CURTIS P. YOUNG
Director

October 7, 2013

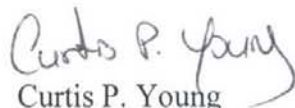
Mr. Wayne Sheppard
Gadsden County School Board
35 M. L. King Jr. Blvd
Quincy, FL 32351

Dear Mr. Sheppard,

Enclosed is the Interlocal Agreement for unpaved/paved road maintenance for FY 2013/2014. This Agreement has already been approved by the Board of County Commissioners and needs your signature for processing.

If you have any concerns, questions or changes, please contact me at your earliest convenience.

Sincerely,


Curtis P. Young
Director

INTERLOCAL AGREEMENT

This AGREEMENT is entered into this _____ day of _____ 2013, by and between Gadsden County, Florida, a political subdivision of the State of Florida, hereinafter called "County" and the Gadsden County School Board, within the County of Gadsden, hereinafter called "School Board."

The School Board has determined that it may need to request the services of the County to assist with maintenance:

It is agreed to by and between School Board and County as follows:

1. During the term of this Agreement, the County, upon the School Board's request, shall perform the needed or desired maintenance on the paved and unpaved roads/drive ways accessing school properties and hauling various materials to school properties within Gadsden County.
2. During the term of this Agreement, should the School Board's desire County assistance with a special project, the School Board shall provide a written request submitted to the County Administrator. If approved by the County Administrator, the County shall provide a written quotation to the School Board for the work requested for special projects (i.e. athletic fields, drainage structures, or right-of-way maintenance). If the written quote is acceptable and approved by the School Board, then upon receiving written notice of approval, the County will schedule and perform the requested work.
3. The Superintendent of the School Board or his/her authorized designee shall be the agent of the School Board for administration and implementation of this Agreement, and shall provide the Public Works Department with information concerning the need and necessity for County maintenance on unpaved or paved drive ways and/or special projects within Gadsden County. The County will undertake reasonable efforts to commence and complete the work depending on the availability of County equipment, personnel and materials. Such work shall be performed to applicable County standards, unless otherwise agreed in writing between the parties.
4. As compensation for maintenance requested by the School Board, the County shall bill based upon services rendered at the rate(s) indicated in "Attachment A."
5. If the School Board does not agree with billing fees for work performed, they may contact the County Administrator for resolution of billing disputes.
6. Should the School Board be in payment default of more than 30 days, the County Administrator shall cease all work under this agreement, unless prior payment arrangements have been made and agreed upon between the School Board and the County.

7. The School Board acknowledges maintenance responsibility for any property upon which any maintenance is requested or performed. In performing any work pursuant to this Agreement, the County is acting solely in its capacity as an independent contractor and is not taking or exercising custody, control, ownership, or possession of the subject property. The performance of any work pursuant to this Agreement shall not render the County responsible, in whole or in part, for any past, present, or future maintenance.
8. The agreement remains in effect from the date of execution until September 30, 2014.

GADSDEN COUNTY
BOARD OF COUNTY COMMISSIONERS


Chairman


Clerk



GADSDEN COUNTY SCHOOL
BOARD

Superintendent

Clerk

ATTACHMENT A

The following are schools designated to the School Board in Gadsden County, Florida that are to be covered by the Inter-Local Agreement between the School Board and Gadsden County Board of County Commissioners.

Carter Parramore Academy
East Gadsden High School
George W. Munroe
Greensboro Elementary
Gretna Elementary
Shanks Middle School
Stewart Street Elementary
St. John Elementary
West Gadsden High School
Havana Middle School
Havana Elementary School

**Attachment B
Billing Rate Table**

Road Scraping (Basis for Hourly Rate)

	<u>Duration</u>	<u>Item</u>	<u>Hourly Rate</u>	<u>Fringes</u>	<u>Total</u>
1	15 mins	Secretary	\$14.70	51.79%	\$ 5.58
2	15 mins	Billing - Office Manager	\$19.10	51.79%	\$ 7.25
3	10 mins	Operations Supervisor	\$20.98	51.79%	\$ 5.31
4	1 hour	Grader Operator	\$16.17	51.79%	\$ 24.54
	1 hour	Grader	\$22.00		\$ 22.00
	1 hour	Fuel	\$61.49		\$ 16.49
	1 hour	Insurance	\$0.80		\$ 0.80
					\$ 81.97
Contingency to cover unexpected damages					\$ 8.03
Estimated hourly cost for providing work related to scraping roads					\$ 90.00

Other Materials & Services (per ton)

	<u>Costs</u>
Cost of #57 Rock per ton	\$ 21.00
Cost of Crushed Concrete per ton	\$ 12.00
Cost of Granite Rock	\$ 37.25
Cost of Limerock per ton	\$ 12.00
Cost of Millings per ton	\$ 16.75
Cost of Sand per ton	\$ 5.34
Cost of Sandy Clay per ton	\$ 8.75
Cost of Shellrock per ton	\$ 10.00
Cost of Top Soil per ton	\$ 16.25

Equipment & Operators (per hour)

Cost of Back Hoe per hour w/Operator	\$ 45.00
Cost of Boom Mower per hour w/Operator	\$ 75.00
Cost of Dump Truck per hour w/Operator	\$ 45.00
Cost of Excavator/ditch cleaning (Gradall) per hour w/Operator	\$ 75.00
Cost of Front End Loader per hour w/Operator	\$ 50.00
Cost of Grabber Truck per hour w/Operator	\$ 45.00
Cost of Grader w/Operator	\$ 45.00
Cost of Grader w/side arm (sloper) & Operator	\$ 50.00
Cost of Inmate Van per hour w/Supervisor	\$ 45.00
Cost of Jetter Truck per hour w/Operator	\$ 150.00
Cost of Maintenance Worker I per hour	\$ 9.86
Cost of Roller w/Operator	\$ 50.00
Cost of Small Tractor per hour w/Operator	\$ 25.00
Cost of Sweeper w/Operator	\$ 30.00
Cost of Track Hoe per hour w/Operator	\$ 75.00
Cost of Tractor per hour w/Operator	\$ 50.00
Cost of Tractor w/Tiller per hour w/Operator	\$ 45.00

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 81

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: Denial of the E. M. Watson School of Arts Charter School Proposal

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

PURPOSE AND SUMMARY OF ITEM:

The Charter School Review Committee recommends denial of the E.W. Watson School of Arts application for sponsorship of a 9th – 12th charter school, scheduled to begin 2014-2015 school term.

This recommendation is based upon:

Business Plan: Budget (page 43), Financial Management & Oversight (44-46)

- Budgetary projections are inconsistent with the school’s mission, educational program, staffing plan and facility;
- There is no evidence of a realistic assessment of the projected sources of revenue and expenses that ensure the financial viability of the school;
- There does not appear to be a sound plan to monitor the budget and make adjustments as necessary; and
- The application does not appear to include thorough descriptions for the processes needed to ensure internal control and other fiscal management issues.

The applicant was provided the opportunity, after application was received, to clarify concerns of the Charter School Review Committee regarding basic information of the facilities; health and safety; transportation; food service; educational program design; and curriculum plan. Finally, the applicant agreed to extend the required sixty (60) calendar day, after the application was received, to **October 22, 2013** for approval and/or denial of the application.

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

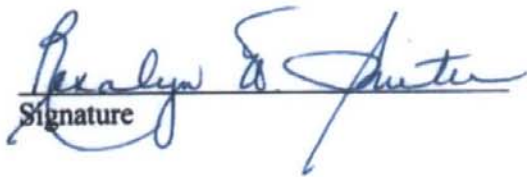
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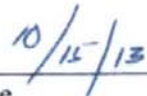
October 15, 2013

I, Shinita Robinson, Executive Director of the E.M. Watson School of Arts, do hereby agree to allow the Gadsden County School Board extra time to review my charter school application. I am granting my permission to extend the required sixty (60) calendar day, after the application is received, for approval or denial to October 22, 2013.


Shinita Robinson

School Board of Gadsden County, Florida


Signature


Date

E. M. Watson School of Arts

(Charter School Proposal)

SmartArt Corporation
26 Brewington Street, Quincy, FL 32352

Contact Person: Shinita Robinson
Contact Number: (850) 408-6557
Email: shy.smartart@yahoo.com

NAME OF PROPOSED CHARTER SCHOOL E. M. WATSON SCHOOL OF ARTS

NAME OF FLORIDA NONPROFIT CORPORATION THAT WILL HOLD THE CHARTER:
SMARTART CORPORATION

The Corporation has applied for 501-C3 Non-profit Status: Yes _____ No _____

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: SHINITA ROBINSON

TITLE/RELATIONSHIP TO NONPROFIT: Executive Director

MAILING ADDRESS: 26 BREWINGTON STREET, QUINCY, FLORIDA 32352

PRIMARY TELEPHONE: (850) 408-6557 ALTERNATE TELEPHONE: () _____

E-MAIL ADDRESS: shy.smartart@yahoo.com

NAME OF EDUCATION SERVICE PROVIDER (if any): NONE

NAME OF PARTNER ORGANIZATION (if any): NONE

Projected School Opening: Fall _____ Spring _____ School Year 2014

Term of Charter Requested 5 YEARS

School Year	Grade Levels	Total Projected Student Enrollment
First Year	9-12	200
Second Year	9-12	275
Third Year	9-12	350
Fourth Year	9-12	475
Fifth Year	9-12	600

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 organization.


Signature

Shinita Robinson
Printed Name

Executive Director
Title

8/1/13
Date

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Founding Board Resumes

Section 1 Mission, Guiding Principles and Purpose

Mission

Our mission is to ensure our rural area student are afforded the same opportunities as inner-city youths academically and in cultural diversity. To serve students with a meaningful, well-rounded education that includes a strong emphasis on the visual and performing arts and a deep commitment to academic excellence.

Vision

The purpose of the E. M. Watson School of Arts is to provide an environment that will not only cater to a student's academic requirements but also understands the gifts or talents that a child has been given in music, dance, art, creative writing, fashion or theatre.

- Our students will develop a sense of self-direction and skills and tools to plan organize their individualized academic and art program. Teachers will act as facilitator in guiding students in establishing personal goals, and building study skills. Students will also learn the importance of self-discipline as they complete their academic and art projects.
- The diverse performing and visual arts curriculum of E. M. Watson School of Arts will provide students with ample opportunities to develop and showcase their talents.
- Students will learn the importance of respect and responsibility for themselves and others.
- At E. M. Watson School of Arts we will promote excellence and student learning. Our teachers and students will be challenge to set high expectations and uphold exceptional standards of behavior and academic achievement.

Guiding Principle

The arts can be an invaluable tool in the education of adolescents, building problem-solving skills, enabling students to express unique ideas, fostering critical thinking and enhancing overall learning.

Describe how the school will utilize the guiding principles found in section 10002.33(2)(a), F.S.

The School proposes to meet high standards of student achievement by aligning its curriculum with the Next Generation Sunshine State Standards. This will help to meet high academic standards, which coupled with a high degree of local parental choice and community involvement, provides for the standards, flexibility, and diversity envisioned. Meeting high standards at the school means that "every child can learn" given appropriate learning tools and a variety of teaching strategies are used to match a student's learning style.

Before students enroll in the school, parents and students are given thorough explanations of the curriculum, expectations, and requirements of the School. This information is delivered through a variety of ways: web published information, brochures, online applications and website question/answer pages. Parents have significant information provided to them to schedule a conference, ask questions, or just be aware of their child's academic achievement. Parents have the flexibility to choose among the diverse educational opportunities with the state's public school system throughout the school year.

Promote enhanced academic success and financial efficiency by aligning responsibility and accountability.

The Board of Directors has local control over the budget and approval of expenditures and is ultimately responsible for the results produced in the school. The Board of Directors will handle expenditures according to the budget. The Board will ensure that accountability and responsibility continue to be monitored in the chain of command.

The school will have a clear budget and the Executive Director of SmartArt Corporation will monitor financial expenditures at the school, consistent with the budget. The Executive Director will review routine expenditures and purchase orders to ensure that they are in statements and academic progress reports to ensure expenditures and academic results are consistent with the goals of the district's citizens and the charter.

The Board is responsible for ensuring that the school have adequate resources that these resources are used wisely and most important that high standard for academic performance are achieved. The Board is responsible for envisioning the future of their charter school in the community. The Board monitors and reviews the school's results on State Standardized Test. School Performance Reports are also provided to Board at each meeting.

Provide parents with sufficient information on whether their child is reading at grade level and whether the child gains at a year's worth of learning for every year spent in the charter school.

E. M. Watson School of Arts will a variety of assessments as well as the Florida Comprehensive Assessment Tests 2.0 (FCAT 2.0) to determine whether students are reading and

comprehending at their appropriate grade level. Assessments results will be delivered to parents as well as reviewed with the Board of Directors and sponsoring County School Board. Data will be used to adjust instruction to meet the needs of all students attending E. M. Watson School of Arts.

Describe how the school will meet the prescribed purposes for charter schools found in section 1002.33(2)(b), F.S.

Research indicates what educators know from experience: Making assignments easier is no solution to poor performance. Simpler lessons offer no assurance that students will achieve better test scores. Intensified learning, on the other hand, affords better results. A study conducted by the Consortium on Chicago School Research underscores the assertion that students who are given more challenging, critical-thinking, higher-quality, tougher assignments outperform less-challenged students on standardized tests (Newmann, Bryk & Nagaoka, 2001, January).

Our teacher will create new paths to learning standards by providing more learning options for students. Not all children learn in the same way, or in the same time. By offering more routes to the standards, teachers enable more children to reach them. The school will give special assistance and targeted services for students with learning disabilities and other special needs.

Lessons that are centered around critical thinking and higher knowledge	Emphasis will be placed on higher order thinking processes including analysis, synthesis, and evaluation. Posing open-ended questions that challenge students to think outside of the box enhances problem-solving skills. Teaching methods must promote active learning.
Providing student choice and empowerment	For example, in demonstrating the ability to summarize a story, students will have the option to choose between performing a skit, composing a song, or writing a traditional paragraph.
Creating a school culture that cultivates learning	Careful thought and planning will be put into the school environment. An environment that is warm and inviting will create a pleasant atmosphere conducive to learning.
Encouraging intuitive thought and curiosity.	Learning environments will be set up to encourage students to explore, experiment, ask questions, and seek answers.
Collaborative learning	Project-based learning offers students the opportunity to share ideas, learning from

	each other. Collaboration teaches the skills of defending your ideas, listening to the ideas of others, and learning to make compromises.
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The school has an intense visual and performing arts program. High school students who take music lessons and join theater groups do better in math, reading, history, geography and citizenship, according to a study of Education Department data.

The Arts Change the Learning Experience in Special Ways

- The arts reach students who are not otherwise being reached.
- The arts reach students in ways that they are not otherwise being reached.
- The arts connect students to themselves and each other.
- The arts transform the environment for learning.
- The arts provide learning opportunities for the adults in the lives of young people.
- The arts provide new challenges for those students already considered successful.
- The arts connect learning experiences to the world of real work.
- The arts enable young people to have direct involvement with the arts and artists.
- The arts support extended engagement in the artistic process.
- The arts encourage self-directed learning.
- The arts engage community leaders and resources.

An analysis that focused on instrumental music and mathematics was also quite revealing. Dr. Catterall and his associates discovered that **music students were far more likely to achieve the highest levels of proficiency in math tests than non-music students.**

Again, low SES students also benefited. In fact they not only scored higher in math than low SES students who were not involved in music but also better than the average of all students.

How Art help will curriculum:

Math

The arts, rich in pattern and repetition, enhance the learning of mathematical concepts	
Drama	Interpreting geometric shapes in body form and acting out the meaning of concepts such as area and perimeter use drama skills. Scenery design is dependent of measurement, perspective, and spatial relations.
Art	The creation of sculpture, painting, drawing and other visual art media require the use of measurement, spatial relations, scale, perspective, pattern, form, and symmetry.

Science

The power to observe and record data is vital to scientific discovery. Experimenting with artistic media, learning the ways materials interact and change, brings hands-on discovery to scientific learning.

Drama	Using audio-visual equipment, students can write, produce, and narrate documentaries explaining scientific concepts.
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Language Arts

Music, dance, drama, and art are powerful forms of communication, enhancing and inspiring the way we read and write.

Music	A musical composition can act as a writing prompt. Students will compose music or match existing musical scores to works of literature, matching the emotion and scene of the written word.
Dance	Choreographed dance pieces illustrate a work of literature, such as a poem or short story. Additionally, watching a performance acts as an inspiration writing prompt.
Drama	Performing a skit brings a work of literature to life. In performance, students gain communication skills by learning to use expression, tone, pitch, articulation, diction, facial expression and emotion to convey meaning.
Art	A work of art, such as a sculpture or painting, acts as an inspirational writing prompt. Students create original pieces of art and write a story about that piece. As part of keeping a portfolio, students will write about the process involved in creating their art.

E. M. Watson School of Arts will provide a balanced literacy program in which the arts are an integral part. Students will interact with literature and non-fiction text, engage in reader's workshop, writer's workshop as well as experience more rudimentary skill development necessary to become a fluent reader. The school will focus on the process of reading, integrating reading through all subject areas, assessing student reading levels and creating a school culture in which reading is a critical component. Writing skills and ability is also

subsumed under A Focus on Literacy. Students will be engaged in writing across all subject areas at E. M. Watson School of Arts. The school will teach the writing process and ensure adherence to it through all grade levels and among all subject areas. Writing will be used as a tool to express ideas as well as deepen understanding.

Describe how the charter school will fulfill, if applicable, the optional purposes of charter schools found in section 1002.33(2) (c), F.S.

E. M. Watson School of Arts will provide a needed alternative for the Gadsden County community. The proposed school's program is different and it will provide greater educational benefit to students.

E. M. Watson School of Arts will provide an alternative and a choice that is different from what is being offered, as a public education option. There is currently no arts-focused public elementary school in Gadsden County. Demand for an arts-focused school far exceeds the number of seats that will ever be available at E. M. Watson School of Arts. Sufficient data exists to overwhelmingly support the belief that study and participation in the fine arts is a key reducing student dropout, raising student attendance, developing better team players, fostering a love for learning, improving greater student dignity, enhancing student creativity, and producing a more prepared citizen for the workplace for tomorrow can be found documented in studies held in many varied settings, from school campuses, to corporate America.

Section 2 Target Population and Student Body

Describe the anticipated target population to be served

The school will serve students in grades 9 through 12 within the Gadsden County area interested in the visual and performing arts (i.e. dance, drama, fashion design, music). The school will give consideration to students residing in our neighboring Leon County if space permits. Specifically, the school would provide an opportunity for advanced training and education in academics and performing arts to those students in the low to middle class income brackets. Families of these students may not necessarily have the means to provide activities such as private instruction, academic support and mentoring resources for their children. Performing arts students are typically bright student academically. However, they may not have had opportunities to cultivate their academic prowess in the traditional settings of most schools. The students that attend E. M. Watson Schools of Arts will have this opportunity.

In accordance with Federal and State anti-discrimination laws and 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 shall consist of the following:

- Pursuant to F.S. 1002.33(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, 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 for 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 and timely application unless the number of applications exceeds the capacity of the program, class grade level, or building, at which time a lottery shall be conducted.

The table below provides the projected student enrollment for each year of the Charter. These enrollment figures are only projections, but at the time of enrollment if the demand for student stations is greater and the capacity is available, the Board may elect to enroll full capacity up to 275 students in grades 9-12.

Projected Student Enrollment					
	Year 1	Year 2	Year 3	Year 4	Year 5
9 th Grade	50	70	87	121	150
10 th Grade	50	67	86	118	150
11 th Grade	50	70	89	118	150
12 th Grade	50	68	87	118	150
Projected Enrollment	200	275	350	475	600

- The classroom size will be 25:1.

Section 3 Educational Program Design

Describe the school's daily schedule and annual calendar, including the annual number of days and hours of instructional time.

E. M. Watson School of Arts will adopt the Gadsden County School Board's annual calendar year. This will also include the grading periods. The school will have an extended day schedule of 8:00 – 5:00 p.m. The extended days allows for classes to extend longer and give our students

a timeframe to concentrate on their academics and desired arts. This will provide teachers the opportunity to reinforce skills that the student may have had difficulty mastering or provide for lesson enrichments. Below is an of bell schedule.

Daily Bell Schedule	
Period 1	8:00 – 9:15 a.m.
Period 2	9:20 – 10:35 a.m.
Period 3	10:40 – 11:55 a.m.
Period 4	12:00 - 1:15 p.m.
Period 5	1:20 – 2:35 p.m.
Period 6	2:40 – 3:55 p.m.
Period 7	4:00 – 5:00 p.m.

Describe the proposed charter school’s educational program and/or curriculum approach, emphasizing the innovative instructional methods or approaches to be used.

E. M. Watson School of Arts seeks to provide students with a collaborative learning environment consisting of school staff, parents, and members of the community that provide students with a unique educational experience focusing on individual learning needs incorporating visual and performing arts into each core subject curriculum. E. M. Watson School of Arts teachers provides students with course work necessary to meet graduation requirements and be prepared for post-secondary experiences.

Instructional methods that will be integrated into classroom lessons include direct and indirect strategies such as; demonstration, guided discussions, guided inquiry, learning labs, field trips, independent study projects, and cooperative learning groups. Students review previously learned concepts in addition to learning new concepts. Teachers will incorporate various reading materials into the student's lessons in order to expose them to the various types of reading media. Stories that will focus on learning goals required by the Common Core objectives can be obtained through magazines, storybooks, online libraries, plays, or classical stories.

The fine arts will be integrated into all core curriculum areas. Students will also receive instruction through inquiry-based and project-based learning. Students learn better when they are allowed to physically touch or manipulate objects. Students will have many opportunities to interact with objects and manipulative that they may otherwise not have access to. This will provide students with unique learning experiences that will leave a lasting impression on them.

E. M. Watson School of Arts seeks to provide students with character education that takes place both in their classrooms and at the school level to create a family atmosphere among students and staff that will allow student to be accepted for who they are and understand that they can achieve all goals and expectations that will be expected of them.

Classes at E. M. Watson School of Arts will consist of at least 60 minutes. Teachers will create lessons that address all three of the basic learning styles: auditory, visual and kinesthetic. Auditory learners learn by hearing the concept explained, visual learners learn by seeing the concept demonstrated and kinesthetic learners learn by physically interacting with the concept. Addressing each student's learning needs engages students in the lesson and promotes better memory retention and advancement.

Classroom Technology

To aid teachers in delivering instruction to students, 21st century technology components will be used. Teachers and students will have technology integrated in the classroom. Teacher will be trained to integrate technology into student learning environment to increase academic achievement for each student. The goal of technology usage within a classroom is to put it in the hands of students, creating an optimal experiential learning experience.

Explain how the educational program aligns with the school's mission.

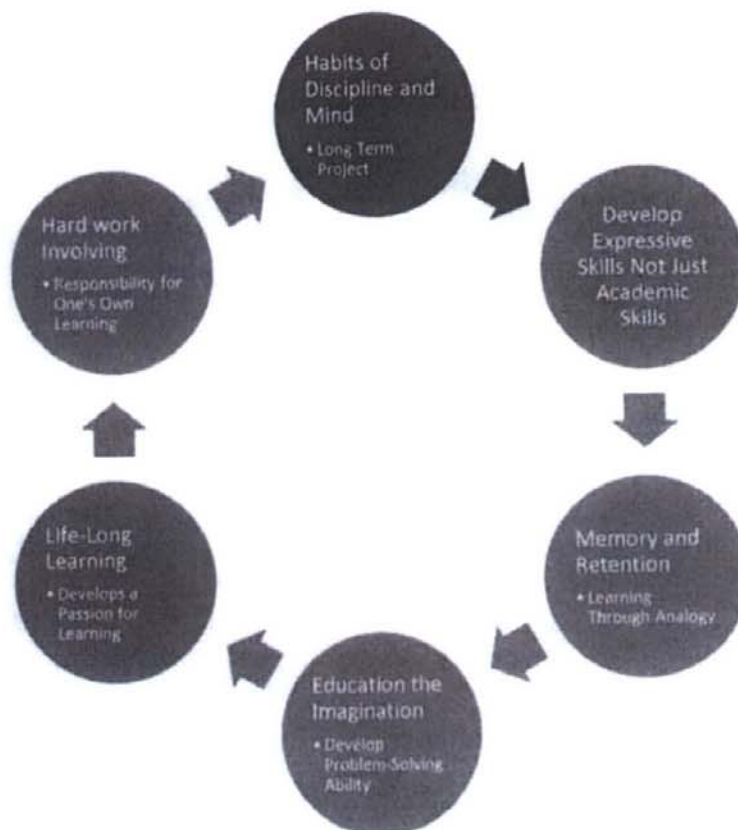
The educational program allows for the students to increase in their academics while allowing them indulge in an activity that they love. Studies have shown if you place a person in an environment they love they will devote more time to complete the task at hand. Because art is infused into most of the core curriculum students are able to think outside the box.

Children in schools which teach the arts as basic academic subjects do much better than other kids, in many different ways.

The College Entrance Examination Board announced that in 1993 students who studied arts and music scored significantly higher than the national average on the Scholastic Aptitude Test. Students who had participated in acting/play production, music performance and appreciation, drama appreciation, and art history, scored an average of 31 to 50 points higher for the math and verbal sections. The Board also stated that students with long- term arts study (four years or more) tend to score *significantly* higher on the SAT than those with less coursework in the arts.

The infusion of arts has had a profound effect on student understanding, investment, and standards. As a whole, students not only do well on standardized testing measures, but importantly and demonstrably do well in real life measures of learning. They are capable and confident readers, writers, and users of math; they are strong thinkers and workers; they treat others well.

The chart below demonstrates benefits of art integrated educations:



Section 4 Curriculum Plan

Course Offerings

The E. M. Watson School of Arts curriculum addresses the Florida State Standards and will require students to take and complete classes fulfilling requirements. Students of E. M. Watson School of Arts will also be able to take math and English intervention classes.

E. M. Watson School of Arts will offer exclusive courses including but not limited to: **Philosophy/Aesthetic, Film/Filmmaking, Play Production, Art/Animation, Speech and Debate.** Furthermore, all students who are seniors must participate in the creation of a senior project in their art study.

Rigorous Standards-Based Instruction

E. M. Watson School of Arts offers a sequence of classes that are standards based and aligned to Florida graduation requirement. These classes are also aligned to state content and performance standards.

By incorporating an interdisciplinary component within the core curriculum, E. M. WATSON SCHOOL OF ARTS will create an opportunity for teachers to collaborate during shared conference periods. Teachers will work together to create essential questions. These questions will be explored through classes and integrated within the curriculum.

Art performances and field trips will also be an essential part of the E. M. Watson School of Arts student experience. These field trips will serve as a way to add more value to the issues and topics discussed in class, and at the same time, expose students to experiences they can take with them forever.

Expected Learning Outcomes

All E. M. WATSON SCHOOL OF ARTS students will become proficient in core academic subjects as well as performance-based standards, enabling them to graduate from high school and prepare themselves for college or a career of their choice. Florida State requirements will also be completed prior to graduation.

Students of E. M. Watson School of Arts will read and write, think critically and perform mathematics to a level of proficiency as measured by the FCAT test and other performance based assessments in reading, writing, and mathematics.

The graduate of E. M. Watson School of Arts will be expected to achieve the following things before graduation:

- Development of a strong work ethic and self-discipline. The ability to effectively work alone or in within groups in order to improve as both students and artists.
- Ability to incorporate critical thinking when analyzing essential issues, to make rational decisions, and to clearly articulate an opinion.
- The ability to utilize art as a means of self-expression and as path to become a lifetime learner.
- Value both the self as well as the diversity of others in order to grasp a better understanding of the world as a whole.
- Knowledge of post-secondary study and careers through research, field trips, the development of a plan for post-secondary plan as well as a commitment to pursue an educational career beyond high school.

A graduate of E. M. WATSON SCHOOL OF ARTS will be an excellent communicator and a critical thinker who is:

- open to many views, ready to take on challenges and make important decisions
- an individual who can, if need be, work successfully in groups
- able to realize his or her own potential and talents and improve on these talents
- able to set goals, achieve these goals, and take advantage of opportunities

Technology

E. M. Watson School of Arts will have access to computers in classrooms as well as computer labs shared by the entire campus. Special programs including Final Cut Pro, Final Draft, and Photoshop will also be utilized for visual and performing arts classes and projects.

Common Strategies for Teaching and Learning

Students will develop many skills by participating in visual and performing arts activities. This participation will be essential for the success in the academic arena. Students develop many important skills by participating in the performing arts. In addition, rehearsal serves as a way for students to collaborate with others while, at the same time, being involved in the creative process and learning about the benefits of hard work and dedication. The design process helps students learn how to think and make rational decisions. The design process, gives students even more information about perspective and perhaps a better-rounded view about the many facets that go into a dramatic performance.

All of these skills mentioned are essential for student achievement and future success. E. M. Watson School of Arts will help build and develop these skills, by utilizing arts based instruction within the scope of the core curriculum.

Key Instructional Strategies

E. M. WATSON SCHOOL OF ARTS understands that students no two students learns the same way so our instructors are to use different strategies to captivate his/her students attention and greater the learning experience.

Here are some instructions methods that will be common to all classes at E. M. Watson School of Arts:

1. Collaborative learning groups. E. M. WATSON SCHOOL OF ARTS students will work together in small groups whenever possible, in order to create, comprehend, examine and perform in both arts and academics.

2. Oral presentation. E. M. WATSON SCHOOL OF ARTS students will acquire the skill of expressing themselves orally. Students will learn the many facets of speech preparation,

consisting of composition, rehearsal and the ability to speak effectively in front of an audience. This oral presentation skill will be utilized in all classes. Teachers will work with students all four years to help them become more confident and comfortable in front of an audience, both in formal and informal situations. The E. M. WATSON SCHOOL OF ARTS faculty will create a rubric to guide students through the various modes of successful speaking.

3. Socratic Seminar. E. M. WATSON SCHOOL OF ARTS understands how important asking questions are in the process of acquiring knowledge. Our students will be encouraged to ask questions in class as well as at our guest speaker assemblies.

4. Participation component for the grade in all classes. In order for students to gain critical thinking and communication skills, they must actively participate in classroom activities. Therefore, class participation will be heavily weighed when determining a student's final grade. Emphasis and importance will also be given to active listening, usually involving respect for the speaker, as well as note taking.

The approach encourages the student's competitive edge for college and career opportunities. Our visual and performing arts curriculum are best described below:

Creative Writing

This program encourages and develops the unique voice and talent of the student interested in creative writing, print and broadcast journalism, and television and film production. Students also explore opportunities and careers in the areas of screenplay writing, poetry, fiction, creative nonfiction, public speaking, media production, and broadcasting.

Visual Arts

The visual arts program provides an opportunity to study such media as painting, drawing, sculpture, jewelry, digital imagery, photography, ceramics, glass, printmaking, and mixed media. The curriculum encompasses art history, current trends, critical thinking, and studio experience with specialized equipment. The program offers the student an opportunity to meet visiting artists and engage in art experiences outside the classroom. Students will have the opportunity to be involved in an exhibition.

Dance

The dance program encourages the creative use and development of dance as a medium for students who either seek careers or have an avid interest in dance. It brings forth vital aspects of the dancer as a performer, creator, writer, interpreter, and arts advocate. Each student gains a unique experience with personal attention to his/her needs. The program offers students opportunities to forge new relationships between the arts and allows for possibilities of interdisciplinary studies. The program gives students information about the existence of all art forms and offers techniques to analyze current issues in dance. Students leave this program with an

in-depth knowledge of ballet and modern techniques, history, kinesiology, choreography, production, and tools to prepare them for a wide range of opportunities.

Theatre

The theatre arts program provides a structured opportunity for the study of drama, musical theatre and technical theatre as primary divisions of art and literature, the performance and production of plays, and the personal growth and development of the individual. Theatre arts also provides a crossroads of creativity, productivity, and technical ingenuity for talented and dedicated students in areas such as acting styles, script interpretation, theatre history & criticism, technical design, costuming, play writing, stage make-up, and theatrical management.

Music

The music curriculum helps students develop skills for musical expression and gives students opportunities to develop musical judgment and creative abilities. The music curriculum also provides students with opportunities to receive training for the pursuit of a professional career in music. Through a variety of means, students develop an increased understanding of the world and its cultures as they relate to the expressive elements in music. Students leave the program with a thorough knowledge of music theory, history, styles, and applied performance techniques.

Describe the school's reading curriculum. Provide evidence that is a primary focus of the school and that there is curriculum and set of strategies for students who are reading at grade level or high and a separate curriculum and strategy for students reading below grade level.

Reading is a primary focus of E. M. Watson School of Arts. In fact, reading and reading comprehension is incorporated within all the visual and performing art classes. Students are required to read at least once weekly within these classes and make a journal entry based upon their reading.

A reading curriculum has not been implemented as of yet. We do have a potential board member that will be able to help with the creation. A reading curriculum will design within 90 days of the charter's approval by the School Board.

Explain how exceptional students and students who enter the school below grade level will engaged in and benefit from the curriculum.

Studies have shown that the arts can significantly advance gifted students' academic and creative abilities and cognitive functioning (e.g., Hetland, 2000; Seeley, 1994; Walders, 2002; and Willet, 1992). This is a strong rationale for making the arts an essential feature of gifted education. Goertz (2002) envisions art instruction as the "fourth R" in education and demonstrates how it increases the skills of observation, abstract thinking, and problem analysis.

When integrating the arts into the curriculum, teachers can design experiences that are tied to the unique needs, interests, and abilities of gifted students and challenge them to perform more complex and sophisticated tasks.

Researchers have discovered that arts-integration has a particularly positive effect upon at-risk students. Students not only showed improved academic performance, but were motivated and interested in their projects and had a desire to succeed, which immersed in an arts-integrated program.

Describe how the effectiveness of the curriculum will be evaluated.

There will be several different indicators on the effectiveness of the curriculum.

- Lower high school dropout rates
- Student attendance
- An increase in community involvement
- An increase in standardized test scores
- An increase on writing assessments
- Better scores on in class exams

Baseline assessment provides all stakeholders with the information needed to identify student's strengths and weaknesses, to effectively target instruction, and set school-level, classroom level and individual student level goals. After clear guidance is given to teachers regarding the content to be addressed in specific courses and at specific grade levels, the school administration monitor learning so that the academic content necessary for achievement within each grade is not disregarded or replaced.

Section 5 Student Performance, Assessment and Evaluation

Placement process: As part of the student registration process, E. M. Watson School of Arts works with students to determine appropriate grade level placement.

Ongoing formative assessments: During each phase of their curriculum mastery, students will engage in several formative assessments that tap into all levels of student thinking. Such assessment activities may include: scored daily assignments, daily checks for understanding, and regular online quizzes to measure understanding of newly presented material. Other more subjective assessment activities may include written journal responses and group discussions.

Unit assessments and portfolios: Each subject in the E. M. Watson School of Arts curriculum is broken into logical units of study. Throughout each unit, students are required to complete a series of offline and online assessments. Offline assessments may include written compositions, science lab reports, short answers and essays, book responses, and a variety of work samples, which will make up a student's portfolio. These assessments require direct teacher evaluation.

Online assessments include several quizzes and a unit test. While the quizzes are brief and frequent unit tests are more comprehensive and occur at the end of an entire unit. Online assessments provide students with immediate objective feedback, while offline assessments provide valuable reflection and expertise from E. M. Watson School of Arts' certified program teachers. Student report cards and grades will ultimately include a balanced combination of quizzes, tests, work samples (portfolio items) and teacher feedback.

State standardized testing: E. M. Watson School of Arts is dedicated to meeting and exceeding all of Florida's state standardized testing. The state-mandated assessments will be administered to students in person at the school. Teachers will administer and proctor all state assessments. At the beginning of every school year and prior administering any state assessment, E. M. Watson School of Arts will review the *Standard Test Administration and Testing Ethics Policy for Florida Educators* brochure and then teachers will sign the *Standard Test Administration and Testing Ethics Policy* document. The signed document will be kept on file at the school. Administration of each state assessment will follow all ethical testing procedures including a secure testing site. The school will administer all required assessments in a secure and standardized manner. Proctors will:

- Actively proctor testing to ensure authenticity of student work.
- Follow all requirements outlined in the *Test Administration Manual*.
- Work with the computer lab Manager to ensure that students' results are not submitted for scoring until all sections are finished.
- Work with the computer lab Manager to resolve problems that arise during testing.
- Work with the computer lab Manager to schedule make-up or completion sessions for students to finish testing.
- Work with School Testing Coordinator to review each raw score report for accuracy.

All test administrations will follow the protocol for submission of school files, ordering and administration of the test in the testing windows for each assessment. Results of these annual assessments will be reported through the USOE as well as communicated directly to E. M. Watson School of Arts families and other stakeholders.

High School Graduation Requirement

Course and Credit Requirements	
English	4 Credits
Mathematics	4 Credits Algebra and Geometry Required
Science	3 Credits Two Labs classroom required Biology Chemistry or Physics
Social Studies	3 Credits U.S. History

	World History ½ Economics ½ U.S. Government
Physical Education	1 Credit With incorporation of Health Education
Speech/Debate/Fine Arts	1 Credit
Electives	8 Credits
Foreign Language	2 Credits
24 Total State Credit Required	

Section 6 Exceptional Students

Identification and placement of students into intellectually gifted setting within E. M. Watson School of Arts will occur in two ways: (1) at regularly schedule intervals initiated by the school; and (2) at the request of a parent, guardian, or teacher. In the first instance, the school will conduct regular screenings with evidence-based and supported evaluation instruments. If a student scores within acceptable ranges on the screening tests a meeting will be held to consider additional documentation needed for deciding if a student would benefit from a gifted curricular program. Then an evaluation is requested by a parent, guardian, or teacher, a meeting will be convened within 30 days to consider such request. Members of that meeting will include the parent or guardian, teacher(s) with knowledge of that student, and at least one person with a strong background and/or teaching license in gifted education. If members of that meeting decide to pursue further documentation, a full evaluation will be completed within 30 days of that meeting.

Once a student has been identified as having the potential to be highly able or intellectually gifted, the school's licensed gifted educator will meet with the parent or guardian to explain placement options best suited for that child. E. M. Watson School of Arts will offer the following opportunities for those students:

- **Creation of an individualized education program**
- **Advance placement in core class**
- **An opportunity to enroll in AP courses**
- **An opportunity for dual enrollment**

With a dedicated, appropriately credentialed Special Education Coordinator on staff, a Principal who has the knowledge of the Florida Special Education Rule requirements (gained through specific professional development provided to the Principal), E. M. Watson School of the Arts will serve students with disabilities whether such students are currently or newly identified as disabled.

The role and the function of the Special Education Coordinator at E. M. Watson School of Arts, who will at a minimum possess full certification in special education, will be to facilitate the implementation of the students' IEPs. The Special Education Coordinator will consult with the general education teachers so that the general education teachers may provide direct instructional support to special education students. Consultation provided by the Special Education Coordinator will include adjustments to the learning environment, modifications of instructional methods, adaptation of curricula, and the use of appropriate accommodations to meet the needs of individual students. If specified by the student's IEP, if the student takes virtual classes, direct special education will be provided via telephone, Internet, and in person.

For students enrolling in the charter school, who already have an IEP, E. M. Watson School of Arts will follow all state and federal law and civil rights requirements. Once enrolled, all families are asked to disclose if their child has an IEP in place. E. M. Watson School of Arts will review the existing IEP and take one of these actions:

- If the IEP already reflects a virtual environment, the student continues with the existing, compliant IEP.
- If a student with a disability who had an IEP that was in effect in a previous Florida public school transfers to E. M. Watson School of Arts, E. M. Watson School of Arts (in consultation with the parents) will provide services comparable to those described in the child's IEP from the previous public agency—to the extent possible, until the E. M. Watson School of Arts either (1) Adopts the child's IEP from the previous public school; or (2) Develops, adopts, and implements a new IEP that meets the Florida Special Education Rules.

If a student with a disability who is receiving special education services pursuant to an IEP in another state transfers to E. M. Watson School of Arts, E. M. Watson School of Arts will, in consultation with the parents of the student, provide the student with services which are comparable to the services described in his/her previous IEP. E. M. Watson School of Arts shall continue to provide such a free appropriate public education to the student until such time as the school conducts an evaluation of the student and develops a new IEP for the student, if determined appropriate, in accordance with applicable federal and state law.

Although parents may play an important role in the virtual classes, the E. M. Watson School of Arts staff of highly qualified, Florida certified teachers will in fact be responsible for the day-to-day monitoring of progress for students with special needs. Teachers carry out this responsibility through a variety of means, including monitoring of attendance, participation, and performance metrics; Web Mail, telephone, and email communication; and student completion of online quizzes and activities. Students with disabilities are further assisted by the school's Special Education Coordinator, working closely with the school's regular education staff, and contracted professionals.

The proposed E. M. Watson School of Arts budget and staffing pattern, which includes an appropriately licensed and Special Education Coordinator, oversight and monitoring by the Principal, will allow this unique virtual school to provide the full continuum of placement and services to disabled students. These services include but are not limited to:

- consultative support to the E. M. Watson School of Arts regular education teachers to provide modification and accommodation to the general education curriculum;
- direct special education support to a student which may be provided via the telephone, Internet, as well as in person;
- direct related service support (for example, speech-language, occupational or physical therapy, psychological counseling, among others) provided face to face via computer, in homes, community sites, and therapist offices;
- related services may also include parent training, autism support, parent groups, student support groups, and itinerant hearing or vision support consistent with the student's IEP;
- ongoing progress monitoring for every student, including: frequent and thorough review of student performance, attendance, and participation data as reported to the student, parent and teacher through their respective home pages; careful logging of every conversation (by phone, Webmail, or other means) and consultation with the student and/or parent;
- specific tracking and reporting for providers of direct/related services, with close scrutiny by the special education staff of any missed appointments or incomplete services.

To ensure service for students entering E. M. Watson School of Arts without prior diagnosis for special education, the E. M. Watson School of Arts Principal and Special Education Coordinator will regularly review teacher observations, assessment results and other data to identify any possible special education needs among E. M. Watson School of Arts students.

Pre-referral/Referral/Evaluation: The E. M. Watson School of Arts staff will form a study team consisting of teachers, Special Education Coordinator, Principal, and E. M. Watson School of Arts specialists to handle all pre-referrals, which may be made by teachers, parents, or others. Study team procedures will be reviewed. The study team will determine if the student's needs can be met through curriculum modifications and interventions or if a formal referral for special education evaluation is warranted. If the former, the teacher then implements and documents suggested modifications, lesson adaptations, and alternative instructional strategies, as well as the student's level of success with each.

If the study team suspects that a student requires special educational services, the following procedures are implemented:

- The E. M. Watson School of Arts teacher consults with the Principal and Special Education Coordinator to complete an official special education referral. The parent is notified of this referral.
- Parental consent for the student evaluation is obtained and the appropriate evaluations are arranged. Parents are sent a copy of *Procedural Safeguards*.
- The initial evaluation is conducted within 45 school days of receiving parental consent for the evaluation; and will consist of procedures to determine if the student is a student with a disability; and the educational needs of the student. Either the parent or the E. M. Watson School of Arts staff may initiate the request for an initial evaluation.
- Parent is invited to the interdisciplinary study team meeting to review the assessment results.

IEP Development: If, as a result of evaluation, the study team determines that the student has a disability, the Florida Special Education Rules will be followed to develop an IEP. An IEP meeting is scheduled within 30 calendar days and the parents are invited to attend. IEP goals are formulated with parental consent.

The IEP team membership will include:

1. The parents of the student;
2. Not less than one regular education teacher of the student (if the student is, or may be, participating in the regular education environment);
3. Not less than one special education teacher of the student, or where appropriate, not less than one special education provider of the student;
4. A representative of E. M. Watson School of Arts who:
 - a. Is qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of students with disabilities;
 - b. Is knowledgeable about the general education curriculum; and E. M. Watson School of Arts
 - c. Is knowledgeable about the availability of resources of E. M. Watson School of Arts.
5. An individual who can interpret the instructional implications of evaluation results, who may be a member of the team described in this section;
6. At the discretion of the parent or the school, other individuals who have knowledge or special expertise regarding the student, including related services personnel as appropriate; and
7. Whenever appropriate, the student with a disability.

8. The determination of knowledge or special expertise of any individual described in #6 above must be made by the party (parents or school) who invited the individual to be a member of the IEP team.

9. If a purpose of the IEP team meeting is consideration of the postsecondary goals for the student and the transition services needed to assist the student in reaching those goals, the school must invite the student with a disability to attend the student's IEP meeting. If the student does not attend the IEP meeting, the school must take other steps to ensure that the student's preferences and interests are considered.

The IEP is then implemented as described above.

E. M. Watson School of Arts if needed will add staff and contractors as needed to conduct evaluations and provide services to additional students with special learning needs. The support of the E. M. Watson School of Arts Special Education department can help to fill short-term staffing gaps and will follow all federal and state requirements. Quickly identifying and vetting qualified evaluation and related service contractors near where students live is a core competency of the school and E. M. Watson School of Arts as a whole.

The E. M. Watson School of Arts will meet all local minimum Americans with Disabilities Act (ADA) standards include building access and handicapped-accessible restrooms. In addition, the teaching center will include at least one conference room with doors for use in IEP conferences and other special education related activities by the E. M. Watson School of Arts staff.

Special Education Coordinator: E. M. Watson School of Arts' Special Education Coordinator will be an appropriately credentialed special educator with 5 or more years of experience in modifying curriculum and instruction for students with a variety of special needs. The Special Education Coordinator will be certified in one or more of the areas of disability for students needing special education, and any Special Education teachers hired to work under the Special Education Coordinator's supervision will have complementary certifications such that all disability areas will have at least one certified teacher represented on staff.

Requirements / Responsibilities

- Excellent communication skills, both oral and written.
- Knowledge of federal and state laws, regulations and rules
- The Special Education Coordinator will be certified in one or more of the areas of disability for students needing special education, and any Special Education teachers hired to work under the Special Education Coordinator's supervision will have complementary certifications such that all disability areas will have at least one certified teacher represented on staff.
- Customer focused approach.
- High degree of flexibility.

- Demonstrated ability to work well in fast paced environment.
- Technologically proficient (especially with Microsoft Office products).
- Team player track record.
- Occasional travel.
- Assist with locating service providers for students needing related services as mandated by their IEPs.
- Assist Executive Director with negotiating and executing contracts with service providers for students requiring such services.
- Other duties as assigned.

Special Education Teacher: Responsible for the successful completion of the following tasks:

Requirements / Responsibilities

- Excellent communication skills, both oral and written.
- Knowledge of federal and state laws, regulations and rules required
- Florida license with appropriate endorsement(s)
- Customer focused approach.
- High degree of flexibility.
- Demonstrated ability to work well in fast paced environment.
- Technologically proficient (especially with Microsoft Office products).
- Team player track record.
- Develop, write, and help implement IEPs.
- Communicate regularly with parents of students with special needs to insure that their IEP goals are being met, and that their needs are addressed in a timely fashion.
- Consult with teachers and coordinate the implementation of specially designed instruction as defined in the IEP regarding students with specific needs and potential learning issues.
- As needed, provide direct services to students including services delivered through web conferencing software.
- As needed, schedule, organize and conduct IEP related meetings.
- Participate in the school's support team; help teachers develop and implement program modifications and strategies.
- Assist, as needed, with the organization and proper implementation of all paperwork, documentation and procedures for the IEP process.
- Assist with administering state testing and coordinate the special adaptations that are required based on the IEP.
- Other duties as assigned.

Section 7 English Language Learners

Upon admission to our program, all families will complete the Home Language Identification Survey (HLIS). If there is an indication that English is not the primary language in the home, students will be tested using the English proficiency test to ascertain their English language proficiency. If it is determined that they need assistance, the family will be advised of their eligibility for services as an English Language Learner. We intend to use the Freestanding English as a Second Language (ESL) strategy to provide all language arts and subject matter instruction in English through the use of specific instructional strategies. Support in the native language will be available for the Spanish and Haitian Creole speakers. All teaching staff will be provided with instruction in administration of the various diagnostic and placement tests that will assist in verifying placements for ELL students. However, they will be included in the main stream classes with an emphasis on students developing language and content knowledge in English.

One such program will be Structured English Immerging (SEI) a program that consists of daily instruction in English Language development involving listening, speaking, reading and writing skills. These services will be provided based on the various English proficiently levels of our students. This will incorporate the needs of these English language learners so that we are able to identify what proficiency level a student has reached. In accordance with no child left behind requirements a student proficiently levels will be measured annually. These scores will allow us to evaluate student's proficiency and progress in core subjects.

E. M. Watson School of Arts ELL staff will consist of one teacher initially and increase to two teacher within a five year timeframe.

English Language Coordinator: E. M. Watson School of Arts English Language Coordinator will be an appropriately credentialed educator with 5 or more years of experience in modifying curriculum and instruction for students with a variety of language needs.

Section 8 School Climate and Discipline

The daily school schedule will be 7:30a.m. – 5:30p.m for teacher, 7:30a.m. – 6:00 p.m. for the administration staff, and for the student there is an 8:00a.m. – 5:00pm schedule. Student's daily drop-offs starts at 7:30 a.m. The annual calendar will be the same as the sponsoring School Board. This will include the annual number of days.

The culture at E. M. Watson School of Arts is one similar to a family atmosphere in which each student is encouraged and supported academically, physically, socially and mentally. Because of this, every effort will be focused on nurturing each student such that they are able to achieve their academic and performing arts goals.

In addition, E. M. Watson School of Arts will embody a culture of excellence in every area. Students, teachers, administrators, parents, staff and community partners will be reminded and encouraged to expect the best and exhibit their best at all times. This encouragement and modeling will promote a positive caring atmosphere whereby students will be challenged and allowed to grow intellectually and socially in the academic environment.

Dismissal Procedures

There are three levels of disciplinary measures utilized by the school: 1) Warning, 2) Suspension, and 3) Expulsion. Each level has associated conduct breach definitions and corresponding disciplinary actions that may occur.

E. M. Watson School of Arts believes that all children have the right to learn in a safe environment that promotes fairness to all. In addition, we believe that students learn best where there are no distractions during the learning process. Disciplinary measures are used to maintain a safe and orderly school environment. This code applies to the actions of students before, during and after school, while on school property and at all sponsored events. Each discipline case will be adjudicated according to the facts.

II. Organizational Plan

Section 9 Governance

The roles and responsibilities of the E. M. Watson School of Arts Board of Directors include, but are not limited to:

1. Protect the legal interests of the charter school
2. Set Board policy
3. Govern the operations of the school
4. Exercise sound legal and ethical practices and policies
5. Manage liabilities wisely
6. Advocate good external relations with the community, school districts, media, neighbors, parents, and students
7. Affirm E. M. Watson School of Arts' teachers
8. Comply with state and federal reporting requirements
9. Practice strategic planning
10. Ensure adequate resources and manage them effectively
11. Assess the organization's performance

Upon approval of the charter, the SmartArt Corporation Board will become the Board of Directors for the school and will embrace the roles and responsibilities of an effective charter school board, as detailed below.

Under the Board of Director direction, business matters, including development of budgets, creation of financial systems, and fiscal and student attendance reporting, will be carried out by the SmartArt Corporation.

The Principal will make recommendations to the Executive Director of SmartArt Corporation regarding the hiring and firing of employees, following the school's Employee Handbook, which the Executive Director will review, revise, and approve. The Executive Director will advise the Board at the proceeding meeting.

The Principal and the Executive Director will ensure that all personnel undergo required background checks and other investigations before they are employed in the school.

The Board of Director will consist of no less than five board members and no more than nine. Two board members will be parents with terms of two years with the option of up to two terms this will allow for the broadest of representation of parents on the board.

The charter school Board of Director will meet at least once a quarter to discuss charter school operations, hear reports, and take action as per their governance functions. At times, the board may be called upon to meet more frequently. Decisions will be made by the majority vote of those present and meeting. The Board of Directors will hold two board meeting that is accessible to the public pursuant to 1002.33 F. S.

Section 10 Management

Teachers

To be hired at E. M. Watson School of Arts, teachers will be expected to possess:

- appropriate Florida teaching license and endorsement(s);

- certification that they are highly qualified for the assigned grades/subject matter accordingly
- skills in teaching a standards-based curriculum and incorporating innovative approaches to instruction;
- good communication skills;
- technology literacy; and
- passion for performing arts.

All E. M. Watson School of Arts teachers will be Florida certified standards. At least one teacher on staff will have certification in special education in one or more of the areas of disability for students needing special education, and as the school enrollment grows, dedicated Special Education teachers with certifications in identified areas of disability will be added to work under the direction of the Special Education Coordinator. Ideally, one teacher will also have certification as an English Language Learner (ELL) teacher, though this number may vary depending on the enrollment of students with ELL needs.

Administration

The E. M. Watson School or Arts Principal shall be offered a performance contract that includes provisions regarding the due process protections to be afforded to Principals and the procedures for termination. This performance contract will also include any performance criteria or goals negotiated between the E. M. Watson School or Arts Board of Directors and the Principal.

The Principal is responsible for the overall day-to-day school operations for students, certified teachers, and staff that facilitate student instructional programs.

- Ensure that teachers exhibit and maintain a high level of professionalism, instructional support, and customer service.
- Ensure the academic success of individual students by utilizing all levels of academic support available and by maintaining a high level of communication with parents to deliver program information and address individual student needs.
- Hold regular faculty and support team meetings to continuously address the needs and staff and students.
- Meet regularly with the Board of Directors.
- Provide the E. M. Watson School or Arts Executive Director with regular written and verbal reports and updates, as well as maintaining high-level communication with other appropriate staff.
- Assist teaching staff with implementing any program changes and/or new software application introductions.
- Exhibit high quality communication with all E. M. Watson School or Arts staff, students, and families.
- Be available to handle all perceived emergencies.
- Oversee the implementation and coordination of the mandated state standardized testing process, and ensure high student participation rates.

- Provide specified assistance to families in need of additional support to prevent unnecessary absences and encourage a high level of participation.
- Participate in student recruitment efforts including in-state trips, presentations, and Q&A sessions and responding to the press.
- Communicate with parent Community Coordinators (if available) to suggest social activities and relevant field trips for students. Ensure that monthly field trips take place in each designated region.
- Recruit, supervise and evaluate all school staff as required by the state and the Board of Directors
- Supervise remote teachers as appropriate and necessary
- Handle any student problems escalated by parents and teachers
- Other duties as assigned

Guidance Counselor: At E. M. Watson School of Arts, the Guidance Counselor(s) will serve grades 9-12. The number of counselors is determined by the student enrollment, meeting or exceeding the required ration found in Board rule.

Requirements

- Master's Degree in School or Guidance Counseling.
- Florida educator license with appropriate counselor endorsement.
- Minimum 3 years of counseling experience, secondary school setting preferred.
- Excellent communication skills, both oral and written.
- Customer focused approach.
- High degree of flexibility.
- Occasional travel.
- Demonstrated ability to work well in fast-paced environment.
- Team player with demonstrated leadership skills.
- Technologically proficient (especially with Microsoft Office products).

The Guidance Counselor will implement processes and procedures to maintain a high-quality school counseling program. The Guidance Counselor will provide direction to the counseling staff and will assist students and parents in understanding and meeting graduation requirements, course selection and scheduling, post-secondary school planning, and crisis intervention.

Responsibilities

- Plan and implement counseling programs for students and families related to academic and career planning and graduation.
- Keep abreast of all high school graduation requirements, including special requirements of the student's selected program, and communicate this information to the Principal.
- Counsel students with issues related to dropping courses and changing schedules.
- Counsel families through the school withdrawal process, assisting with data collection regarding withdrawal.

- Supervise the review of student transcripts and the entry of credits into the online transcript system.
- Implement procedures to ensure that E. M. Watson School of Arts transcripts are accurate and up-to-date.
- Supervise efforts to secure complete and accurate records for E. M. Watson School of Arts students.
- Generate and authorize official transcripts for families upon request.
- Plan and implement counseling programs for students and families related to interpersonal adjustment issues.
- Implement crisis prevention and management plans for the school and provide leadership to the services team.
- Report and refer critical incidents that jeopardize student well-being as obligated by law, administrative regulations, or ethical standards.
- Work with school teams to maintain an up-to-date list of school and community resources, making them available to school teams and to families.
- Implement processes to regularly and frequently review the status of each secondary school student related to attendance, participation, and performance.
- Ensure that the counseling staff is able to assist teachers when students enroll mid-semester, making sure that teachers receive guidance on integrating the students into their coursework, and ensuring that previous grades, credits, and evaluations are handled appropriately.
- Work closely with teachers to review the content of courses, making recommendations for enhancement to the administrative team related to content and state requirements.
- Implement special programs such as Advanced Placement support, SAT, ACT, and college entrance preparation.
- Understand the requirements for and facilitate the administration of all high school testing, including exit exams, PSAT, SAT, ACT, and AP exams.
- Implement professional development activities for teachers and school staff members.
- Coordinate high school graduation ceremonies.
- Coordinate a team of teachers, helping to identify students who are at risk or in crisis. The Advisory Teacher will be the main point of contact for parents and students for these issues.

Administrative Assistant: Responsible for daily administrative tasks of the school such as answering phones and email, receiving visitors, assisting the principal and teachers with administrative tasks, filing and other duties as assigned.

Requirements / Responsibilities

- Proficiency with Microsoft Office tools and web-based applications is essential.
- Ability to multitask in a fast-paced environment.
- Good interpersonal skills and attention to detail.
- Excellent communication skills, both oral and written.
- Customer focused approach.

- High degree of flexibility.
- Demonstrated ability to work well in fast paced team environment.
- Entering data into the online student information system.
- Generating reports.
- Answering the phones.
- Scheduling appointments.
- Speak with Parents and Students.
- Assist school administrative team with a wide variety of daily responsibilities.
- Other duties as assigned.

Evaluations

The E. M. Watson School of Arts Board of Directors, in consultation with the Executive Director, Principal and teachers, shall adopt a staff evaluation process based on best practices across the nation. At the beginning of each school year (no later than 40 days after school starts), a member of the administrative team will work with each teacher to develop an individualized evaluation plan, containing individualized goals, with measurable objectives.

Teachers will be evaluated by a member of the administrative team using data, which allows for both detailed observation of educator practice and specific, objective assessment of student performance. Data may include student performance on required and teacher determined assessments, student and staff attendance, complaints received, as well as other data determined by the administrative team and the teacher, as appropriate. Each teacher will have one major annual evaluation as well as up to two other evaluations during the year, and will be encouraged to engage in self-reflection on their evaluation plan. The school will provide coaching and administrative intervention as needed.

In addition, the E. M. Watson School of Arts Board of Directors may increase responsibility and financial reward for those teachers who are successful.

E. M. Watson School of Arts employees who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process where appropriate, given the circumstances. The nature of the discipline used, up to and including immediate termination of employment, will depend upon the conduct of the employee and the relevant circumstances. It is not a guarantee of continued employment when an employee is placed on an improvement plan as part of the disciplinary process. Employees are expected to meet their performance expectations daily.

Section 11 Education Service Providers

The charter does not intend on using any Education Service Providers.

Section 12 Employment

E. M. Watson School of Arts has developed policies and procedures regarding the terms and conditions of employment. The Board of Directors of E. M. Watson School of Arts, strives to offer a work environment that provides opportunities for each employee to maximize his/her potential and meet the highest performance standards. Our core values include:

- We value creativity in all aspects. We expect and support employees to be creative with their ideas, their work environment, and their approach to their jobs.
- We value the health and comfort of our employees.
- We will recognize and reward exceptional performance.
- We will be available to answer questions or take suggestions from any employee.
- We appreciate your ideas. We firmly believe the person doing a job is in the best position to think of ways of doing it more easily, efficiently, and effectively.
- We value and support education and expect everyone to undertake life-long learning.
- We expect everyone to work very hard, but we value family above all else. We will always work to make sure that we provide the flexibility and support in our work environment so that our employees can attend to family emergencies and school conferences.

E. M. Watson School of Arts is guided by the following core principles aligned with both ADA and Civil Rights protections:

Equal Opportunity Policy: E. M. Watson School of Arts is an equal opportunity employer. All employment decisions are made without regard to age, race, color, religion, sex, national origin, physical or mental disability, sexual orientation, marital status, veteran status, or any other basis prohibited by federal, state, or local law. This policy applies to all of the terms and conditions of employment, including, but not limited to, hiring, compensation, transfer, promotion, leaves of absence, benefits, and termination.

Accommodation of Disabilities: E. M. Watson School of Arts will conform to the requirements and regulations of the Americans with Disabilities Act of 1990, as amended, the Rehabilitation Act of 1973, and all applicable state and local laws. Qualified individuals with disabilities may be entitled to a reasonable accommodation in the workplace. Employees should communicate that information in writing to the Principal. The school will attempt to work with such employees to accommodate their needs, as well as the school's work requirements. Any employee with questions regarding the application of these laws to an individual situation may discuss them confidentially with the Principal. Any information regarding a disability will be kept confidential to the extent possible.

Harassment-Free Workplace: It is the policy of E. M. Watson School of Arts to provide a workplace free of harassment or intimidation based on age, race, color, religion, sex, national origin, physical or mental disability, sexual orientation, marital status, veteran status, or any other category protected by federal, state, or local law. E. M. Watson School of Arts does not tolerate harassment or hostile actions in the workplace and takes prompt action to correct any such situation. Any employee who violates this policy will be subject to disciplinary action, up to and including termination. For further details regarding the Harassment policy, see —Standards of acceptable conduct and professionalism are below.

Recruitment and Hiring: The Executive of Director will make all hiring and compensation decisions for administrative and instructional staff. Core principles guiding recruitment and hiring are as follows.

At-Will Employment: All employment is governed by the laws in the state of Florida. Employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the Chair of E. M. Watson School of Arts Board of Directors, and by written mutual agreement, can authorize or sign an employment agreement contrary to the above terms and otherwise make any binding offer of employment for a specific term. To be effective, any agreement altering the terms and provisions of this handbook must be in writing and signed the Chair of the E. M. Watson School of Arts Board of Directors.

Hiring of Principal: To hire a Principal the E. M. Watson School of Arts Board of Directors will develop a job description reflecting the job requirements, included in the previous section of this application, or it may hire an outside contractor for this duty. The job listing will then be posted to education employment websites and other sources. Applicants will be required to complete an employment application and provide a resume. The Board of Directors will evaluate the applications and resumes, and conduct preliminary verification of information provided on applications and resumes of applicants who will be further considered for employment. As part of the employment application process, applicants will be required to sign release forms authorizing E. M. Watson School of Arts (and its authorized agents) to conduct background investigations on the applicants. Interviews, background checks and fingerprinting follow, along with screening techniques such as initial interviews, writing assignments, etc. The Board of Directors will either select one or seek additional candidates. Once a candidate is selected, an offer will be made to the candidate.

Hiring of Other Staff: As part of the employment application process, applicants will be required to sign release forms authorizing E. M. Watson School of Arts (and its authorized agents) to conduct background investigations on the applicants. Interviews, background checks and fingerprinting follow, along with screening techniques such as practice writing assignments. The Executive Director will make final selection of instructional staff, subject to approval by the Governing Body. Note that all E. M. Watson School of Arts teachers will hold a Florida license and will be highly qualified.

Annual Contracts: Employment with the school is on an annual basis or as contractually agreed. Employment contracts will specify salary, position, title, and duties. Procedures for the discipline and dismissal of school employees will be developed to ensure that such actions are taken in accordance with principles of fairness and due process and in compliance with all applicable laws and regulations.

Background Checks: Offers of employment are contingent upon satisfactory reference and background checks, as well as receipt of valid certification documents and fingerprint

clearances as required or any other approvals as listed in the offer letter. E. M. Watson School of Arts reserves the right to conduct additional background checks periodically during employment. Employment may be denied or terminated if the school believes the result of any of the background checks performed would affect an individual's ability to do his or her job and/or the safety of the workplace or our customers. Background checks and other clearances or verifications as required by state law are conducted at the time of hire and for school-based employees, every two years thereafter.

The following standard checks are conducted for all employees:

- County and/or statewide criminal checks for addresses in the previous 7 years
- Social security number verification
- Sex offender check or U.S. criminal indicator search

Additionally, the employer will perform a verification of educational credentials for school-based employees. If it is found after employment begins that any information provided on the application was false, or that information that could be detrimental to the school or company was withheld during the interview and/or hiring process, employment may be terminated.

Termination: E. M. Watson School of Arts will only terminate employees when it is in the best interest of the school's mission and educational philosophy. Employees are expected to meet the standards of work performance and conduct as outlined below. Employees who do not meet the standards and expectations may be given the opportunity to improve performance and/or conduct through the disciplinary process where appropriate, given the circumstances. The nature of the discipline used, up to and including immediate termination of employment, will depend upon the conduct of the employee and the relevant circumstances. It is not a guarantee of continued employment when an employee is placed on an improvement plan as part of the disciplinary process. Employees are expected to meet their performance expectations daily.

Termination processes and procedures:

Notice and Severance: E. M. Watson School of Arts requests that employees who plan to resign notify their manager in writing at least two (2) working weeks prior to their last day. For those employees in a supervisory capacity, three (3) weeks of notice is requested. Vacation and other forms of leave are not to be used during the notice period. The purpose for advance notice is to provide for a successful transition of the employee's duties in a professional manner. Employees who are considered at risk for accessing confidential information during the notice period may have their duties adjusted during this time period or may be requested to work at home or may be excused from their work responsibilities. In this case, the employee will continue to receive their regularly scheduled pay. If notice is received with more than two (2) working weeks' notice, E. M. Watson School of Arts reserves the right to limit the notice period

to a maximum of two (2) working weeks (for supervisory employees, the notice period may be limited to three (3) weeks). The right to work through the end of a notice period is at the discretion of the employer. Employees who do not perform their assigned responsibilities in a professional manner may have their notice period unilaterally shortened by the employer.

Last Pay and Payment of Leave: Employees who resign or are terminated will be paid through the last day worked, including any overtime worked. Employees will be paid for unused vacation leave according to the terms of the vacation policy. An employee is considered to have terminated employment as of the last day worked, for all pay and benefits purposes.

Return of Property and Equipment: As provided in the property and equipment policy, employees must return any of the items in their possession no later than the last regular day of employment. Subject to state law and regulation, the value of any property and equipment issued to the employee and not returned in working condition equivalent to when it was received, normal wear and depreciation excluded, may be deducted from the final paycheck and the may be required to sign a wage deduction authorization for this purpose.

Exit Interviews: In instances where an employee voluntarily leaves our employ, E. M. Watson School of Arts would like to discuss the reasons for leaving and any other impressions that the employee may have about our organization. If you decide to leave, the employee will be asked to grant the privilege of an exit interview. All information will be kept strictly confidential.

Employment of Relatives: Any employee or Board of Directors member involved in a non-work-related personal relationship may not work in a position where one directly or indirectly supervises the performance or evaluates the performance of the other or is in a position to approve or recommend compensation for the other. Should this situation occur, then one or the other of the employees must be transferred to another position where there is no longer a supervisory relationship and the Board of Directors member must recuse himself/herself from any meetings in which the performance or compensation of the employee is discussed. If a position is not available that eliminates the conflict, then one employee must resign. If no employee is willing to resign, then the employer may terminate one of the employees. A non-work-related personal relationship is defined as a family relationship including a spouse, parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, in-laws (brother, sister, father, mother, son, daughter), domestic partner, shared custodial responsibilities, or an intimate relationship, an external business relationship, or any other relationship that could create the potential for a conflict of interest in the workplace.

Professional Development: The School agrees to establish a Professional Development Plan (PDP) for the School. This plan will provide the foundation from which an annual slate of professional development activities is prepared. The PDP will be an opportunity for employees to develop career and educational goals. Typical activities available to faculty and staff include professional conferences, workshops, technology training, and other applicable in-service opportunities. Employees may input to their supervisor suggestions to develop the PDP, which shall be reviewed and revised annually as necessary to meet the school's objectives.

Professional development goals and the attainment of such are incorporated into the annual employee performance evaluation. Priorities will be given to professional development which can be replicated and shared with all staff to improve the education of our students. Professional development which does not directly affect student achievement will not receive priority consideration.

Section 13 Parent and Community Support and Partnerships

The success of E. M. Watson School of Arts is dependent on parent involvement. The attitude a parent/guardian has toward education and the commitment shown toward learning are crucial to the child's success in school. The goal is for 100% parent involvement in meaningful ways.

Parents, legal guardians or primary caregivers will be asked to commit to the following:

- Ensure child is to school every day
- Ensure their child has a place and time to complete homework.
- Participate in at least on scheduled parent/teacher meeting each year. Parents have the right to schedule a meeting whenever a concern arises
- Attend school information and open house events.
- Attend all school performances, art shows, and science fairs.

In addition, parents legal guardians, or primary caregivers will be asked to volunteer in many ways as their time allows. Such opportunities will include but are not limited to:

- Fundraising
- School beautification
- Set and/or costume design for school performances
- Parent advisory board

Since one of the mission of E. M. Watson School of Arts is to produce students with a life-long love of learning, we will host educational opportunities throughout the school year where adults and children can learn together. Such opportunities can include but are not limited to lectures, workshop, discussion groups, guest authors, guest artists, or an evening to build/create something together.

Since communication is key to home-school relations, multiple methods for information disbursement will be used. In addition to traditional methods such as written notes and documentation, a web site will contain information to foster home-school relations. Email will also be used.

Upon approval of charter, the founding board will work on a partnership with the Quincy's Leaf Theatre. The theatre ties into everything that is E. M. Watson School of Arts. We will work on collaboration with Gadsden Arts, they have a number of resources with local artist.

Outline the methods that will be used for resolving disputes between parents and the school.

The school is committed to ensuring parent satisfaction, and takes its responsibilities for the provision of educational services to the student very seriously. These school responsibilities are set out in the School Handbook and include such things as: contacting the family regularly, delivering educational materials and equipment, and providing accessible support. The school will also ensure the family and student are aware of their rights and adhere to their responsibilities stated in the School Handbook, and when necessary, will discipline a student, or take legal action against the family for a breach of the agreement or a school policy.

Parent Remedies: If a parent has concerns with the school's actions, he or she has the following remedies available (depending on the severity of the issue):

- *Minor Issues/First Complaint:* For a first complaint, parents may contact E. M. Watson School of Arts.
- *Major Issues:* For major issues and to address lack of resolution of the issue at lower level, a detailed grievance procedure has been set forth below. All grievance proceedings will be conducted in a manner that protects the confidentiality of the parties and the facts and follows all federal and state law, including Florida State Special Education Rules on appeals by a parent or LEA.

Grievance Process

1. A parent with the grievance must, in writing, report the dissatisfaction, and submit it to the student's teacher (or other appropriate E. M. Watson School of Arts staff member, as necessary). All parties involved must be appropriately defined, and the problem must be clearly outlined.
2. The recipient of the grievance (generally the teacher) must review the issue with his or her supervisor (generally the Principal) and respond to the parent within three (3) school days.
3. If the original recipient did not resolve the grievance, the parent should request a meeting with the recipient's supervisor. The supervisor should investigate the matter, and schedule a meeting with the parent, the student, if necessary, and any other staff member (if necessary), within five (5) school days.
4. If either party does not resolve this grievance, the parent should then request a meeting with an Executive Director. The Executive will investigate the matter, and schedule a meeting within five (5) school days.

If the school has not been able to address the parent's concern through the grievance process set out above, or if there has not been a prompt and equitable resolution of a complaint prohibited by Title IX and Section 504, the parent can contact the parent member on the school's Board of Director for further recourse. The parent can also contact the USOE. Current contact information for school board members will be listed on the E. M. Watson School of Arts' web page.

State Complaint Procedures: E. M. Watson School of Arts is committed to fully complying with all requirements; however, if a parent believes E. M. Watson School of Arts has violated a requirement of the IDEA, the parent has the right to file a written complaint. The parent informs the E. M. Watson School of Arts Principal of their complaint, the Principal will

investigate, or appoint someone to investigate the complaints, and issue a written decision of findings to the parent within 30 days.

If the parent disagrees with the E. M. Watson School of Arts findings, they have the right to appeal to the USOE State and Federal Compliance Officer, who will investigate and issue a final decision in writing.

Section 14 Student Recruitment and Enrollment

E. M. Watson School of Arts seeks students whose talent and commitment to excellence promises future achievement in their chosen program of study, but will accept any interested and eligible Florida student. To be considered for admission to E. M. Watson School of Arts prospective applicants must submit an application for admission during the open enrollment period, completed an audition/interview, and submit a complete registration packet by the deadline if selected in the lottery.

A plan is being developed to distribute information about E. M. Watson School of Arts and to assist parents in deciding whether their child will thrive in this public school of choice. To assure that all families have equal access to information, a variety of dissemination methods will be used.

Such methods will include:

- Interactive Web Site
- Social Media Web Site
- Flyers distributed via public libraries, community and service organizations, public school administration and staff, and faith-based organizations
- Public speaking at community events
- Information in print media, such as newspaper

During the school's start-up phase, E. M. Watson will take applications from the students who desire to be included in the class. If a large number of students apply during this time period, E. M. Watson will use a lottery after the first 100 students. The school is open to students who reside in Gadsden County with consideration of Leon County and desire to enroll. E. M. Watson School of Arts will not restrict admission to any student or family on the basis of race, color, gender, sexual orientation, disability, religion, ancestry, or national or ethnic origin.

If student demand requires E. M. Watson School of Arts to implement a lottery, the lottery will provide for a random selection process by which all applicants who have completed the application process by a specified, publicly announced deadline are given an equal chance of being admitted to the charter school, with the exception that the school shall give enrollment preference to (1) students who were enrolled in the school in the prior year (once enrolled, students will not be required to reapply); (2) siblings of students presently enrolled in the school; and (3) children of the Founding Board members and staff totaling less than 5 percent of the school overall population.

The lottery will be facilitated by a randomizing system at the lottery session. A waiting list will be formed of students who were not selected through the lottery; based on their completion of all enrollment paperwork, these student will be enrolled into the school in lottery order as slots open.

Once a family has registered their student, additional information must be collected in order to place the student into his/her classes.

The enrollment/admission process will include rigorous screening for verification of Florida residency.

Acting in good faith, E. M. Watson will accept students from other schools based on information given on required forms and meetings with the administration. However, if this information turns out to be false or misleading, E. M. Watson School of Arts reserves the right to forfeit the student's place in the school.

Withdrawals: Families whose children withdraw from E. M. Watson School of Arts will be required to complete an exit interview with the Principal and Executive Director. Student records will be sent to the receiving school by request from the school or the parent/guardian.

Re-enrollment: Current students of E. M. Watson School or Arts are automatically re-enrolled for the next school year unless the student is officially withdrawn by the parent/guardian. Those who withdraw and desire to re-enroll must complete the same admission requirements as the new enrollees and will be placed in the lottery or waiting list if applicable.

Transfers: Students who desire to transfer to another school must follow the withdrawal procedures stated above. Students who wish to transfer to E. M. Watson School of Arts must complete the same admission requirements as the new enrollees and will be placed in the lottery or waiting list if applicable.

III. BUSINESS PLAN

Section 15 Facilities

To be fiscally responsible E. M. Watson School of Arts will not build a facility until it has obtained adequate student enrollment and at least three years of operation. I space to operate the charter has not been selected at the time. Upon approval the Executive Director will begin research for a facility for the charter in the Gadsden County area.

The E. M. Watson School of Arts will include spaces similar to those described below:

- A professional recording studio, powered by DigiDesign Pro Tools HD recording system; a full complement of microphones and a piano.
- Band and choral rooms, fully equipped with a piano, chairs, and stands.
- Multiple dance studios, with mirrors, barres, state of the art sound systems, and piano.
- Modern classroom space.

There is a need design and media labs for print and web production, in addition to a dining hall classroom and rehearsal space. An amphitheater that can accommodate outdoor performances are in our future plans.

The school will have at least 12 traditional classroom large enough for 25 students, including equitable space for special education and English Language Learners; science labs; shop; administrative offices; etc.

The following approximate timeline outlines a reasonable expectation for what items must be completed and in place to have safe and adequate lease facilities prior to an August 2014 opening date.

NOVEMBER 2013

- Locate a building(s) capable of providing an adequate and appropriately zoned space for teaching on-site elective courses (e.g., dance, choir, theater)
- If building requires retrofit, prepare and post an RFP to oversee building retrofit and hire building manager

FEBRUARY 2014

- Select successful respondents to RFP's

APRIL – MAY 2014

- Inform local communities and government entities of the upcoming school location.

JUNE - JULY 2014

- Required inspections completed
- School staff will begin procuring items for the school
- Obtain Occupancy Permit for the building

AUGUST 2014

- Classroom set-up

Section 16 Transportation Services

Upon approval of the charter, the school plans to contract with the District School Board with matters of transportation.

Section 17 Food Services

E. M. Watson School of Arts wants to contract with the Gadsden County School Board for the charter's first three years of operation. This contract will handle food services for the breakfast and lunch program.

Section 18 Budget

Planning Year Budget Narrative

E. M. Watson School of Arts considers it a priority to manage the school finances with efficiency and cost effectiveness. The following narrative describes the budget for the planning year.

Revenues

Charter School Loan: E. M. Watson School of Arts will apply for a Charter School Revolving Loan to cover necessary startup costs of the school. The low interest rate that this loan typically offers (<2%) is ideal for E. M. Watson School of Arts. E. M. Watson School of Arts will apply for a loan of \$300,000 for the planning year.

Expenditures

Salary & Benefits (100 - 200): The Founding Board feels that the school should hire a Information Officer, and Principal during its planning year to ensure that the school is ready to open on time and within budget. The potential Principal Information Officer will be hired beginning in April 2014 and work through July 2014, being paid from the Charter School Loan funds ($\$75,000 \times 2 \times 0.25 = \$37,500$).

Administrative Services in Support of Management (310): The Executive Director will set up accounting systems including Accounts Payable (AP), payroll, Accounts Receivable (AR), and financial and statistical reporting, and will train the head secretary, Board of Directors, and Director concerning financial processes and procedures. The Executive Director will assist and support school leadership in recruiting, hiring, benefits setup, insurance, 501(c)(3) application, budgeting and more. The Executive Director fee for the planning year is estimated to be approximately \$40,000.

Legal (300): The budget of \$10,000 for this category includes fees for the submittal of Articles of Incorporation to the Secretary of State, review of bylaws, application fee to the IRS for federal tax-exempt status, 501(c)(3), and any other required business or licensing fee, as well as review of all other contracts and documents the board may deem necessary.

Website & IT support (300): \$20,000 has been budgeted for this purpose.

Advertising and Marketing (500s): Throughout the planning year, various steps will be taken to inform the community about E. M. Watson School of Arts and the open enrollment process. Some of the methods used to share information about the school include flyers, newspaper articles and ads, online ads, billboards, etc. Expenses for the related costs are estimated at \$35,000.

Curriculum (645): The cost for curriculum in the planning year is only \$2,000, in operational years and the cost of this line item exceeds the minimum amount set in the fiscal procedures requiring an RFP.

Software (670): The \$55,000 budget for software may include a learning management system, business accounting system, licenses for Microsoft Office, and networking costs. E. M. Watson School of Arts will apply to E-Rate for reimbursement of all applicable telecommunications services, which may reduce the cost of networking costs assumed in this line item.

Phone / Communications / Utilities: E. M. Watson School of Arts anticipates some costs associated with communications during its planning year. Again, E-Rate funds will be sought to reduce any costs associated with this undertaking. \$2,000 has been budget for this category.

For breakdown see Appendix.

Section 19 Financial Management and Oversight

Financial management will be provided by the Board of Directors working directly with the Executive Director of SmartArt Corporation. Although the Executive Director will be ultimately responsible for the day-to-day management of the school's finances and for ensuring that the school stays within the annual budget, the Board will work with the Executive direct to construct a feasible annual budget and will approve the final budget and any modifications that may be requested throughout the year.

The Board will meet regularly and has the general responsibility of (1) reviewing the operating and capital budgets of E. M. Watson School of Arts and make recommendations (2) considering and issuing recommendations relating to the financial affairs of the corporation including, without limitation, books and accounts of the corporation, audits, insurance, investments, and the management of endowments and trust, (3) reviewing the financial feasibility of projects, (4) overseeing the fundraising. The Board will monitor monthly budget statements and will request additional financial information as often as necessary to ensure the school's solvency. The Board will obtain a yearly independent audit through an outside CPA or firm, as well as through the State Board of Accounts as required.

SmartArt Corporation will handle bookkeeping and payroll, as well as clerical duties, in our first year of operation. The Board of Directors will be involved in making sure the internal control and safeguarding policies address compliance with all laws and the bylaws, conflicts of interest, segregation of allowable and unallowable costs, signature of authorities, donor intent, timeliness of entries to ensure records and reports are current, government and public access to records, accounting procedures, budget development, and financial reporting.

We recognize that a charter school, especially through its start-up phase, is both a nonprofit organization and a public school therefore we will fully comply with all laws and regulations governing public charter schools and will maintain a strong, healthy organization. The board will develop procedures that ensure long-term fiscal viability and will follow generally accepted

accounting practices and comply with all laws and regulations governing charter schools. The Board will play the primary role in overseeing financial strategic planning (including determining annual and long term fundraising needs), budgetary review, and fiscal oversight in order to assure the school leadership that the school has the money it needs and to assure the public that its dollars are spent responsibly. The Board treasurer will report regularly to the Board about current financial status and fiscal policy compliance. A clean annual audit, Certificate of Good Standing, and clear chart of accounts will serve to document the achievement of these goals.

Payroll and Cash Management

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness shall be signed by such officers or agents of the corporation as outlined in the by-laws and determined by Board resolution.

Annual Budget Development Process

The annual budget development process will include input from the Principal and staff. In preparation of the annual budget, the Executive Director will also prepare a narrative containing basic assumptions for the forthcoming fiscal period and current year-to-date financial data with projections of year-ends totals. At the end of the end of the budget development process, the Executive Director will present a proposed budget to the Board for review and deliberation. The Board will work with the Executive Director to address any issues of concern. Once the Board approves the proposed budget, it will be presented to the Board for approval.

Fundraising

Both the Executive Director and the Board of Directors will participate in the development process. Currently, our fundraising plan is very conservative and includes public sources, foundation grants, corporate sponsorships, and annual drive, and special events. The start-up phase, we will detail this plan, and as needs are identified.

The time period anticipates E. M. Watson School of Arts opening in the fall of 2014 with a projected enrollment of 200 students in grades 9-12 and add students per year through the fall of 2019. The greatest driver of revenue projections is the number of students served, which explains the increasing revenue projections over the first five years of operations. In addition, there will be variable expense calculations that will also correspond to the number of students enrolled.

Section 20 Action Plan

December 2013 – Pre-start	➤ Launch web page – include enrollment information and employment information
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	<ul style="list-style-type: none"> ➤ Begin the "coming soon" media blitz: website, radio, newspaper, community clubs ➤ Implement fundraising campaign ➤ Implement a personnel manual
January 2014	<ul style="list-style-type: none"> ➤ Execute marketing plan ➤ Execute recruitment plan ➤ Review personnel manual for update
February 2014	<ul style="list-style-type: none"> ➤ Interview and hire vendors ➤ Research and inquire about furniture, equipment, books, instruments ➤ Complete School Handbook
March – April 2014	<ul style="list-style-type: none"> ➤ Create an enrollment application ➤ Hire Principal ➤ Interview –Hire Admin Support ➤ Interview and recruit "talented" teachers ➤ Help in the student recruitment process
May 2014	<ul style="list-style-type: none"> ➤ Determine school location ➤ Develop and emergency plan ➤ Cleaning Contract
June 2014	<ul style="list-style-type: none"> ➤ Families contacted regarding Enrollment ➤ Teachers hired ➤ Review teaching approach expected ➤ Review books ➤ Building Inspection
July 2014	<ul style="list-style-type: none"> ➤ School Retreat ➤ Prepare for Preview week ➤ Introduce curriculum
August 2014	<ul style="list-style-type: none"> ➤ Set up classroom ➤ Preview week (orientation) ➤ First day of school

APPENDIX

Course Catalog

The following course catalogue is an example of possible courses that might be included in our course offerings. Final course catalogue will be determined by curriculum provider, student interest, class size, facility availability and capacity, and elective arts programming.

Program: Actor Training

Course: An Approach to the Play

Grades: 9 - 12

Classification: Required

Credits: 0.5

Prerequisites: None

Description: A detailed examination and explanation of a play designed to help the student identify a play's theme, its structure, and its character relationships. By discovering how to analyze a text and to appreciate a whole play, the student will be better able to approach a specific role in it and to do useful research and homework for rehearsal.

Program: Actor Training

Course: Basic Masks

Grades: 9 - 12

Classification: Elective

Credits: 0.5

Prerequisites: None

Description: Improvisation on large themes, including mythology and poetic texts, incorporating the wearing of simple masks. The work is designed to free the student from self-consciousness and to release imaginative impulses.

Program: Actor Training

Course: Rehearsal Projects

Grades: 9 - 12

Classification: Elective

Credits: 0.5

Prerequisites: None

Description: Throughout the year, students are cast in plays and rehearse them under the guidance of professional directors. Plays are selected to challenge the students in a variety of progressively demanding ways. The rehearsal projects are laboratory exercises for exploring an actor's process and are not aimed toward performance results. Casting is determined by the needs of the training rather than the demands of the play. While the projects are developed to a point at which they are shared with an audience of fellow students and faculty, they are not "produced" but are shown in a room with only basic rehearsal clothes, props, and furniture. These projects are also yardsticks for measuring the degree to which the student is able to apply and integrate what has been learned in the various classes.

Program: Actor Training

Course: Scene Study

Grades: 9 - 12

Classification: Elective

Credits: 0.5

Prerequisites: None

Description: Aims to free students from self-consciousness, fear, and pretense, and to enhance their powers of concentration; to foster a full awareness and control of their inner resources; through a broad spectrum of improvisation, to expand the imagination and to encourage expression, interaction, and temperament; and finally, in order to emphasize the requisite sense of process, to explore the initial stages of work on scenes.

Program: Actor Training

Course: Acting Technique

Grades: 9 - 12

Classification: Required

Credits: 0.5

Prerequisites: None

Description: A method for becoming aware of and changing movement habits. Focus is on the development of awareness of oneself in movement — to recognize and learn how to release excess tension and to change those habits of movement which interfere with the free and centered use of the body.

Program: Actor Training

Course: Movement

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: None

Description: A class designed to increase the physical range of the student through stretching, flexibility, and strengthening exercises. Emphasis is placed on rhythm, phrasing, dynamic, intent, and moving in space.

Program: Actor Training

Course: Speech

Grades: 9 - 12

Classification: Required

Credits: 0.5

Prerequisites: None

Description: Concentration on the formation of the individual sounds of spoken English and the development of an ability to speak clearly, expressively, and without impediments.

Program: Actor Training

Description: A Chinese exercise system consisting of a series of movements performed in a specific sequence that work to benefit the actor by providing physical stability, relaxation, balance, and subtleness of movement.

Program: Actor Training

Course: Voice I - II

Grades: 9 - 12

Classification: Required

Credits: 0.5

Prerequisites: Voice I before II

Description: Devoted to the examination and practice of the basic principles of breathing, resonance, placement, and diction, with a view to developing vocal stamina, resonance, range, and flexibility which can then be fused with the student's imaginative, creative process.

Program: Actor Training

Course: Vinyasa Yoga

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: None

Description: A class designed to provide an overview and focus on the core fundamentals of Vinyasa "Flow" Yoga. Attention to the breath is studied in detail as it is used as a constant point of reference for returning to and resting in the present moment. Vinyasa means to be in the "flow."

Program: Actor Training

Course: Theater History

Grades: 9 - 12

Classification: Required

Credits: 1

Prerequisites: None

Description: A series of lectures/seminars about major dramatists and dramatic forms in their historical contexts, ranging from the ancient Greeks through the 20th century.

Program: Actor Training

Course: Prose and Poetry

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: None

Description: This course introduces the process of transforming written language into spoken language. Material covered includes a variety of historical styles in prose and verse, as well as fundamental issues of storytelling, rhetoric, and syntax. E. M. Watson School of Arts 70

Program: Music

Course: The Study of Music

Grades: 9 - 12

Classification: Required

Credits: 1

Prerequisites: None

Description: An overview of general musical periods, styles, and forms. Introduction to all orchestral instruments. Fundamentals of music theory, including harmony and melodic construction, which are necessary to analyze form in music. Development of basic skills in score-reading and sightsinging. Work in eurhythmics.

Program: Music

Course: Concert Choir

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: None

Description: Performance of classical and contemporary vocal music. Public concerts at E. M. Watson School of Arts, venues around town, as well as an annual tour.

Program: Composition

Course: Music Theory I - II

Grades: 9 - 12

Classification: Required

Credits: 1

Prerequisites: Music Theory I before II

Description: This course is designed for students who seek the opportunity to create original music compositions. In addition to developing compositional abilities, experiences will include the development of skills needed to analyze and evaluate music, continued explorations into music's relationship with other disciplines and its impact on culture, and development of ability to perform/record/present/discuss original compositions

Program: Composition

Course: Musical Insight

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: None

Description: Selected from a rather broad range, but without adhering to chronological sequence, the course will examine compositions of various kinds with a view to increasing familiarity and insight into their particular, unique traits, their subtleties, and even those aspects in which they might be problematic.

Program: Composition

Course: Music Studies

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: None

Description: An introduction to the basic elements of musical composition, including melody, harmony, rhythm, counterpoint, and orchestral color.

Program: Theater

Course: Fashion & Design I - II

Grades: 9 - 12

Classification: Elective

Credits: 1

Prerequisites: Fashion Design I before II

Description: This course is designed for students who have interests in the fields of design, apparel, textiles, and clothing construction. Individual projects using design principles will be used as vehicles to further develop the students' skills. Experiences may include pattern design, surface design, principles of clothing construction, fitting and alteration, custom sewing, home decorating, and other entrepreneurial opportunities.

shinitarobinson

26 Brewington Street • Quincy • Florida • 32352 850.408.6557 shy.robinson@ymail.com

PROFILE

Types 60 wpm, good organizational skills and the ability to juggle multiple tasks and priorities as well as a strong follow-through problem solving; deadline oriented and client focus with strong communication skill and attention to details.

EXPERIENCE

2010 – 2012 Manpower

Associate

Tallahassee, Florida

- Performs clerical tasks involved in an organization.
- General filing and records maintenance, preparing routine correspondence, word processing
- Compiling data for reports, preparing/editing presentations, verifying data
- Completing forms, data entry, processing various documents (i.e. claims forms and invoices)
- Operating office equipment, maintaining records, account reconciliation, distributing mail, duplicating, and other established general clerical tasks
- Recruiting
- Recruit qualified candidates, screening candidates, arranging and conducting interviews, performing reference checks, initiating the pre-employment screening process, extending offers of employment
- Utilizes traditional and alternative sourcing techniques such as ad placement and the internet
- Supervised employee on client's assignment

1998 - 2008 North Florida Educational Development Corporation

Gretna, Florida

Executive Assistant

- Handle receptionist duties, ordered office supplies, maintained calendars, made travel arrangements for Executive Director and other department heads, scheduled meetings.
- Operated computers programmed with accounting software to record, store, and analyze information, prepare deposits, accounts payable/receivable and cash receipt input.
- Process payroll, bank reconciliation, verified that all checks and transactions have proper support.
- Managed a 22-unit apartment complex.

2003 – 2005 Walmart Supercenter

Quincy, Florida

Department Manager

- Develop photographs daily.
- Handle daily test of machines. Performed monthly task of machine maintenance.
- Responsible for managing 4 employees and creating time schedules.
- Responsible for completing inventory orders and handled cashier duties.

EDUCATION

Gadsden Technical Institute

Quincy, Florida

Business

Diploma and Certification in Office Management and Secretarial Services

TECHNICAL EXPERIENCE

Microsoft Office Suite Quickbooks Adobe Reader/Photoshop/InDesign Corel WordPerfect
Internet Explorer Internet Research Email Marketing Budget Management Blogging and Social Media

KEYSHUNDRA THOMAS

E: k_reese.thomas@gmail.com

P: 850-345-1005

Objective: To secure a professional position that utilizes my diverse background of administration, finance, customer service and training to obtain a challenging position in management

Certification: Cardinal Curriculum Level I & II

PROFESSIONAL EXPERIENCE

H&R Block, San Carlos, CA
Tax Specialist

Seasonal

- Prepare local and state tax returns.
- Advise clients on tax situation.

STANFORD UNIVERSITY, Stanford, CA
Finance Specialist, Division of Cardiovascular Medicine-School of Medicine

2/2011-Present

- Manage assigned clinical trial, gift and post award grant portfolios.
- Process sub awards and renewals.
- Maintain record of 35 Principal Investigator accounts; estimated around \$15.5 million annually
- Prepare/Maintain monthly and quarterly financial reports, conduct Principal Investigators quarterly certifications.
- Prepare financial reports for sponsors.
- Manage salary and stipend entry for graduate students.
- Review expenditures, purchase orders, and manage award closeout.
- Process Oracle financial approvals, labor schedules, labor distributions and iJournals.
- Participate in year-end close
- Performed other ad hoc tasks as assigned.

Accounting Associate, Educational Programs and Services-School of Medicine

10/2008-2/2011

- Prepared financial statements and financial reports accordingly.
- Processed/approved accounting transactions using Oracle applications, iProcurement & iJournals.
- Performed/Managed PTA set-up and quarterly certification.
- Managed contract, gifts, operating budgets and sponsored projects estimated at \$3 million annually.
- Performed account reconciliations and analyzed variances.
- Process labor schedules and distributions.
- Manage award closeouts.
- Participated in month and year-end close. Conducted monthly budget presentations.

FLORIDA STATE UNIVERSITY Tallahassee, FL
Fiscal Administrator, Florida Campus Compact (FL)CC

7/2006 – 10/2008

- Prepared reimbursement and travel documents for internal and external customers of FL)CC.
- Pre and Post award management. Managed contracts and bids
- Event planning (workshops, conferences and retreats) local and state-wide events.
- Managed month and year-end close.
- Managed portfolio estimated at \$1million annually.
- Managed network of 50 universities/colleges statewide.
- Performed account audits, perform financial reports for sponsors.
- Trained & supervised administrative staff. Created policy & procedure manual

Tallahassee Community College, Tallahassee, FL.
Administrative Assistant I, Student Success Department

8/2005 – 8/2006

- Demonstrated career software for alumni and current students;
- Assisted students with registration and advised on course drop/withdrawal procedures/policies;
- Managed blackboard accounts and contact faculty for student academic status;
- Advised students and guardians on academic status;
- Supervised student work-study employees;
- Prepared New Student Orientation schedule/documents;
- Maintained confidential academic files using mainframe system.

State of Florida-Department of Elder Affairs, Tallahassee, FL.
Executive Assistant

9/2003 – 7/2005

- Served as an advocate for residents in Nursing Homes, Assisted Living Facilities, and Adult Family Care Homes for the Panhandle Region that serves 14 counties.
- Managed and assigned complaint investigations to field agents.
- Conducted monthly agency meetings and presentations.
- Processed travel authorization and reimbursement documentation.
- Managed supplier contracts with vendors.
- Supervised volunteer cases.

EDUCATION

FLORIDA STATE UNIVERSITY, Tallahassee, FL.
Bachelor of Arts: English with Minor in Business Administration

Certified Tax Specialist
CTEC ID#A255651

Aisha Z. Mercer

- Objective** To obtain a challenging position that will best utilize my technical, analytical and interpersonal skills within a professional and educational environment.
- Education** April 2008 Tallahassee Community College Tallahassee, FL
Early Childhood Education
- Professional Experience**
- Mar 2013 - Present Department of Economic Opportunity Tall., FL
Reemployment Assistance Specialist
- Responsible for reviewing and handling claims associated with number series on the BP80 reject list, claimant statements and corrected DPO's employer protest, phone calls and associated mail on a daily basis.
 - Responsible for reviewing the appeals reversal report to determine the appropriate actions needed as it relates to overpayment determinations. Set up overpayments: re-determine overpayments as needed including voiding offsets, canceling overpayments, processing weeks and addressing employer chargeability.
 - Responsible for advancing the determination date for the purpose of extending the statute of limitation rights as it relates to the overpayment in cases where overpayments determination has been re-determined or affirmed by a court decision.
 - Provide testimony at appeals hearings with regard to overpayments as requested by the Office of RA Appeals or other hearing offices.
 - Work assigned Benefit Overpayment Screening System (BOSS) ticklers and perform other related duties as required.
- Mar 2010-Mar 2013 Department of Economic Opportunity Tall., FL
Government Operations Consultant II
- Provided on-site and remote monitoring of the Workforce Investment Act (WIA) program and the Supplemental Nutrition Assistance Program (SNAP) in all 24 Regional Workforce Boards (RWBs).
 - Provided technical assistance regarding Federal and State guidance governing all aspects of these programs, including Special Projects.
 - Analyzed and prepare reports based upon monitoring findings and make the appropriate recommendations per Federal and state guidance and/or contractual obligations.
 - Provided technical assistance to individuals enrolled in the Food Stamp Employment and Training program; assisted clients with logging into the One Stop Service Tracking System (OSST) and completing the initial engagement process; answered general questions about the Food Stamp Employment and Training program; directed customers to

additional resources through internet research for transportation assistance, training programs, community service agencies, etc; documented case notes for follow-up.

Jul 2009-Mar 2010 Agency for Workforce Innovation Tall., FL

Government Operations Consultant II - OPS

- Performed complex planning, consultative and administrative work, made strategic decisions and coordinated and assisted in the resolution of operational and managerial problems related to meeting the reporting requirements for the WP, WIA, ETPL and OSMIS programs.
- Provided technical assistance regarding Federal and State guidance governing all aspects of these programs, including Special Projects.
- Assisted individuals with logging into the One-Stop Service Tracking System (OSST) and navigating the various screens.
- Answered general questions regarding The Food Stamp Employment and Training program and provided additional resources through internet research.

Jan 2009-Jul 2009 Agency for Workforce Innovation Tall., FL

Government Operations Consultant I - OPS

- Assisted clients with their unemployment claims, understanding Florida labor laws, and Employ Florida Marketplace general questions.
- Provided requested information to clients and/or directed them to the proper resources.

Sep 2006-Aug 2007 Redland Christian Migrant Assoc. Quincy, FL

Lead VPK Teacher

- Duties included educating 3, 4, and 5 year old migrant children to prepare them to enter the school system.
- Created lesson plans to incorporate age appropriate daily activities and imaginary settings.
- Performed necessary duties to ensure the safety and education of every child associated with the classroom environment.

Aug 2003-Aug 2005 Innovation Schools of Excellence Tall., FL

Educator – Pre-Kindergarten

- Duties included educating 4 and 5 year old migrant children to prepare them to enter the school system.
- Created lesson plans to incorporate age appropriate daily activities and imaginary settings.
- Performed necessary duties to ensure the safety and education of every child associated with the classroom environment.

Technical skills

30-Hour Certification in Family Home Day Care; CDA in Early Childhood Education; Management of a Childcare Facility Certification; Management of a Childcare Facility or Preschool Certification (Director's Credential); The ability to open and operate a Childcare Facility; Proficient in Microsoft Word, Outlook, Power-Point, Internet explorer; ability to read and interpret labor laws and resolve labor law issues; the ability to direct customers to additional resources through Internet research for transportation assistance, training programs, community service agencies, etc; proficient in documenting case notes for follow-up; extensive experience in preparing letters and forms for program participation; extensive knowledge in monitoring and analyzing data for the Workforce Investment Act Programs and the Supplemental Nutrition Assistance Program (SNAP); ability to provide federal and State guidance and technical assistance to the regional workforce boards and other stakeholders in regards to federal , state and contractual agreements; proficient in preparing and analyzing federal and State reports.

References available upon request

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: **October 22, 2013**

TITLE OF AGENDA ITEM: **Solid waste collection agreement with Waste Pro for East Gadsden High School.**

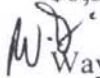
DIVISION: **Facilities**

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

PURPOSE AND SUMMARY OF ITEM: **For School Board approval of solid waste collection & recycling agreement with Waste Pro October 1, 2013 through June 30, 2014. Reference attached pricing structure.**

FUND SOURCE: **110**

AMOUNT: **\$8,370.00**

PREPARED BY:  Wayne Shepard

POSITION: **Director of Facilities**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.



October 14, 2013

Wayne Shepard
Director of Facilities
School Board of Gadsden County
35 Martin Luther King, Jr.
Quincy, FL 32351

Dear Wayne;

We are pleased to offer you the following for use of our compactor at East Gadsden County High. Waste Pro purchased this compactor from Waste Management in the recent changeover. Here is our offer:

1. \$225 Pull price
2. \$65 per ton disposal
3. \$250 per month lease of compactor

Please confirm this pricing with us and we will set up this account.

Regards,

A handwritten signature in blue ink, appearing to read "Joel Thornton", is written over a faint, light blue grid pattern.

Joel Thornton
Territory Manager

SUMMARY SHEET

Rubmita

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: **October 22, 2013**

TITLE OF AGENDA ITEM: **Re-roofing building #3 at Havana Elementary School**

DIVISION: **Facilities**

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval of lowest and best bid #1314-03 for re-roofing building three at Havana Elementary with a TPO Roof System. Bid received from Exterior Specialties, Inc. of Quincy, FL.

FUND SOURCE: **379**

AMOUNT: **\$27,400.00**

PREPARED BY: **Wayne Shepard**

POSITION: *W.S.* **Director of Facilities**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

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

TO: Mr. Reginald C. James – Superintendent of Schools
FROM: *W.S.* Wayne Shepard – Director of Facilities
RE: Bid #1314-03 Re-Roofing Building # 3 at Havana Elementary
DATE: October 11, 2013

Mr. James;

The Gadsden School Board Facilities Department along with architect Joel Sampson opened bid **#1314-03 Re-Roofing Building #3 at Havana Elementary School** on October 11, 2013.

There were six (6) sets of drawings and specification packages sent out. We received six (6) responses.

The following company was lowest and best bid: **Exterior Specialties, Inc. of Quincy, FL.** at \$27,400.00.

I would like to recommend that we award the bid to this company. They have done other work for us in the past and have done a good job.

If you have any questions please call me at (850) 627-9888 or email shepardw@gcpsmail.com.

c.c. Mrs. Rosalyn Smith
Mrs. Bonnie Wood

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
CHATTACHOOCHEE, 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

BID TABULATION BID NO.: 1314-03 DATE: 10-11-2013



REROOFING PROJECT
HAVANA ELEMENTARY SCHOOL - BUILDING THREE
GADSDEN COUNTY SCHOOL BOARD
 JOEL SAMPSON ARCHITECT, INC.

BIDDERS	BASE BID	Deduct
COMMERCIAL ROOFING COMPANY, LLC	\$ 35,375.00	\$ 3,250.00
<i>JMY</i> EXTERIOR SPECIALTIES, INC.	\$ 27,400.00	0
JENKINS ROOFING, INC.	\$ 32,487.00	0
MIKE HARRELL ROOFING, INC.	\$ 29,482.00	0
NEW SOUTH SYSTEMS, INC.	\$ 33,500.00	0
<i>B</i> SOUTHLAND ROWE ROOFING, INC.	\$ 40,000.00	\$ 5,000.00

10/11/13 - *Mary Tatten*
 10/11/2013 *Wayne Shepard*
 10/11/13 *[Signature]*

14 October 2013

Mr. Wayne Shepard, Facilities Director
Gadsden County School Board
805 South Stewart Street
Quincy, Florida 32351



Re: Re-roofing Project – Building 3
Havana Elementary School – Bid 1314-03

Dear Mr. Shepard:

We have reviewed the bid packages received October 11, 2013 for roofing construction of the above referenced project. Six bids were received and the bids appear to be in order. The bid package requested a base bid and one deductive alternate. See attached bid tabulation. Exterior Specialties, Inc. is the lowest bidder based on the base bid amount of \$27,400.00. Their deductive alternate was \$0.00.


The base bid required that the work of the contract be accomplished only on weekends so as to not disrupt school activities. The deductive alternate is a reduction (if any) in the contractor's bid if he were allowed to complete work on weekdays. This was requested to identify any additional costs requested for working only on weekends. According to Exterior Specialties bid alternate, the cost of the work is the same whether weekday or weekend.

Exterior Specialties, Inc. bid package is in order and complete and therefore we recommend acceptance of their base bid of \$27,400.00.

The bid is officially good for twenty calendar days from the bid date or until October 31, 2013. Please let me know if you have any questions and following the Board's meeting, please let me know their intent in this matter.

If you have any questions, please contact me.

Sincerely,


Joel Sampson
NCARB

BID TABULATION BID NO.: 1314-03 DATE: 10-11-2013



REROOFING PROJECT
HAVANA ELEMENTARY SCHOOL - BUILDING THREE
GADSDEN COUNTY SCHOOL BOARD
 JOEL SAMPSON ARCHITECT, INC.

BIDDERS	BASE BID	Deduct
COMMERCIAL ROOFING COMPANY, LLC	\$ 35,375.00	\$ 3,250.00
EXTERIOR SPECIALTIES, INC.	\$ 27,400.00	0
JENKINS ROOFING, INC.	\$ 32,687.00	0
MIKE HARRELL ROOFING, INC.	\$ 29,482.00	0
NEW SOUTH SYSTEMS, INC.	\$ 33,500.00	0
SOUTHLAND ROWE ROOFING, INC.	\$ 40,000.00	\$ 5,000.00

10/11/13 - *M. G. Taylor*
 10/14/2013 *W. G. Shepard*
 10/11/13 *[Signature]*

00310

BID FORM

BID FOR LUMP SUM CONTRACTS

Owner: GADSDEN COUNTY SCHOOL BOARD

Date: 10/11/13

Project: REROOFING PROJECT - HAVANA ELEMENTARY SCHOOL - BUILDING THREE BID NO. 1314-03

Proposal of Exterior Specialties Inc (hereinafter called "Bidder") a Florida (corporation/ a partnership/an individual) doing business as (strike out inapplicable terms): Same

To the Gadsden County School Board (hereinafter called "Owner")

The Bidder, in compliance with your Invitation to Bid and Instruction To Bidders for the construction of:

REROOFING PROJECT - HAVANA ELEMENTARY SCHOOL - BUILDING THREE, BID NO. 1314-03

having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including, but not limited to, the availability of materials and labor and all matters referred to in the Contract Documents and Bid Package, hereby proposes to furnish all labor, materials, and supplies; and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under the Contract Documents, of which this bid is a part.

Bidder hereby agrees to commence Work under the Contract Documents following the Owner's written "Notice to Proceed" and substantially complete the project within the time frame of five consecutive weekends as defined in the Contract Documents.

Bidder further agrees to pay as liquidated damages, the sum of One Hundred and no/100 dollars (\$100.00) for each consecutive calendar day thereafter.

Bidder acknowledges receipt of the following addendum:

Table with 2 columns: Addendum No, Dated. Row 1: 01, 10/10/13

BASE BID: Bidder agrees to perform all of the work described in the Specifications and shown on the Drawings for the sum of

Twenty Seven thousand four hundred (\$ 27,400.00)
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ALTERNATIVE BIDS:

Deductive Alternative "No.1": Deduct from the amount stated in "Base Bid" above

Ø (\$ Ø)

UNIT PRICES:

Provide on the Attachment "A" form, unit pricing for items listed.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any technical irregularities in the bidding or the bid process.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of twenty (20) calendar days after the opening of bids.

Upon receiving written notice of the acceptance of this bid, Bidder will execute the Contract Documents and provide all Certificates of Insurance within ten (10) days thereof.

The bid guarantee attached in the sum of Thirteen hundred seventy (\$ 1370.00)
Shall become property of the Owner in the event the Contract Documents are not executed, or the required Certificates of Insurance are not provided to the Owner, within the time requirements set forth above as liquidated damages for the delay and additional expense to the Owner caused thereby.

Florida Construction Industries Licensing Board Certification

Donald M Venable CCC 1327115
(Name of Holder) (Certificate Number)

In witness thereof, the Bidder has hereunto set his signature and affixed his seal this 17th day of October, 2013.

_____(SEAL)

By: Donald M Venable

Title: President

ATTACHMENT A

UNIT PRICES

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
1	Existing Wet Roofing/ Insulation Materials Removal, Disposal & Substrate Prep. with new insulation materials (if required) Pricing shall include average 1" depth of insulation.	Sq. Ft.	\$ 3.00 / sq ft.	n/a	n/a
2	Deteriorated 2x Wood Deck Removal, Disposal and Replacement with- 2x6 T&G Southern yellow pine no. 2	Sq. Ft.	\$ 4.00 / L ft.	n/a	n/a
3	Deteriorated 1x Wood Deck Removal, Disposal and Replacement with- 1x6 T&G Southern yellow pine no. 2	Sq. Ft.	\$ 3.00 / L ft.	n/a	n/a
4	Deteriorated Wood Framing Removal, Replacement & Disposal - match size & species of existing unless specified otherwise	Bd. Ft.	\$ 10.00 / bd ft.	n/a	n/a

Note: Prior to replacement of damaged roofing or wood substructure, the Contractor shall consult with the Architect and obtain approval on the extent of replacement prior to implementing the work.

END OF SECTION

BID FORM
00310-3

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 Donald M Venable president
(print individual's name and title)

For Exterior Specialties Inc.
(print name of entity submitting sworn statement)

whose business address is:

1131 W. Franklin St Quincy FL
mailing address: P.O. Box 429 Quincy FL 32353

and (if applicable) its Federal Employer Identification number (FEIN) is: 59-3464189

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 CALENDER YEAR IN WHICH IT IS FILED.

I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Donald M Venable president
Signature

For

Exterior Specialties Inc.

STATE OF FLORIDA
COUNTY OF GADSDEN

Sworn to or affirmed and signed before me on this 12th day of OCTOBER.



[Signature]
NOTARY PUBLIC - STATE OF FLORIDA
[Signature]

Print, type, or stamp commissioned name of notary

personally known
 produced identification
Type of identification produced _____

EXTERIOR SPECIALTIES INC.

P. O. BOX 429

QUINCY FLORIDA, 32353

Office 850-875-4625

Fax 850-875-4299

LICENSE # CCC-1327115/CBC1251314/SC-CO56691

10/11/2013

Mr. Wayne Shepard, Facilities Director
Gadsden County School Board
805 South Stewart St.
Quincy, FL 32351

Re: Re-roofing Project - Building 3
Havana, FL

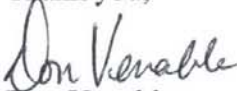
Dear Mr. Shepard;

In response to the requirement in the bid documents for the above referenced project we offer the following information.

If awarded the project, we will purchase the vast majority of materials for use in this project from suppliers in Gadsden County, State of Florida. We will provide documentation following purchase if required.

Considering our company's current employee base, 80 percent of our employees reside in Gadsden County, Florida.

Thank you,



Don Venable
President

BID TABULATION BID NO.: 1314-03 DATE: 10-11-2013



**REROOFING PROJECT
 HAVANA ELEMENTARY SCHOOL - BUILDING THREE
 GADSDEN COUNTY SCHOOL BOARD
 JOEL SAMPSON ARCHITECT, INC.**

BIDDERS	BASE BID	Deduct
COMMERCIAL ROOFING COMPANY, LLC	\$ 35,375.00	\$ 3,250.00
<i>JMY</i> EXTERIOR SPECIALTIES, INC.	\$ 27,400.00	0
JENKINS ROOFING, INC.	\$ 32,487.00	0
MIKE HARRELL ROOFING, INC.	\$ 29,482.00	0
NEW SOUTH SYSTEMS, INC.	\$ 33,500.00	0
<i>B</i> SOUTHLAND ROWE ROOFING, INC.	\$ 40,000.00	\$ 5,000.00

10/11/13 - *Mary Tuten*
 10/11/2013 *Wayne Shepard*
 10/11/13 *[Signature]*

00310

BID FORM

BID FOR LUMP SUM CONTRACTS

Owner: GADSDEN COUNTY SCHOOL BOARD

Date: 10/11/13

Project: REROOFING PROJECT - HAVANA ELEMENTARY SCHOOL - BUILDING THREE BID NO. 1314-03

Proposal of Exterior Specialties Inc (hereinafter called "Bidder") a Florida (corporation/ a partnership/an individual) doing business as (strike out inapplicable terms): Same

To the Gadsden County School Board (hereinafter called "Owner")

The Bidder, in compliance with your Invitation to Bid and Instruction To Bidders for the construction of:

REROOFING PROJECT - HAVANA ELEMENTARY SCHOOL - BUILDING THREE, BID NO. 1314-03

having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including, but not limited to, the availability of materials and labor and all matters referred to in the Contract Documents and Bid Package, hereby proposes to furnish all labor, materials, and supplies; and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under the Contract Documents, of which this bid is a part.

Bidder hereby agrees to commence Work under the Contract Documents following the Owner's written "Notice to Proceed" and substantially complete the project within the time frame of five consecutive weekends as defined in the Contract Documents.

Bidder further agrees to pay as liquidated damages, the sum of One Hundred and no/100 dollars (\$100.00) for each consecutive calendar day thereafter.

Bidder acknowledges receipt of the following addendum:

Table with 2 columns: Addendum No, Dated. Row 1: 01, 10/10/13

BASE BID: Bidder agrees to perform all of the work described in the Specifications and shown on the Drawings for the sum of

Twenty Seven thousand four hundred (\$ 27,400.00)
(Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

ALTERNATIVE BIDS:

Deductive Alternative "No.1": Deduct from the amount stated in "Base Bid" above

Ø (\$ Ø)

UNIT PRICES:

Provide on the Attachment "A" form, unit pricing for items listed.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any technical irregularities in the bidding or the bid process.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of twenty (20) calendar days after the opening of bids.

Upon receiving written notice of the acceptance of this bid, Bidder will execute the Contract Documents and provide all Certificates of Insurance within ten (10) days thereof.

The bid guarantee attached in the sum of Thirteen hundred seventy (\$ 1370.00)
Shall become property of the Owner in the event the Contract Documents are not executed, or the required Certificates of Insurance are not provided to the Owner, within the time requirements set forth above as liquidated damages for the delay and additional expense to the Owner caused thereby.

Florida Construction Industries Licensing Board Certification

Donald M Venable CCC 1327115
(Name of Holder) (Certificate Number)

In witness thereof, the Bidder has hereunto set his signature and affixed his seal this 11th day of October, 2013.

_____(SEAL)

By: Donald M Venable

Title: President

ATTACHMENT A

UNIT PRICES

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
1	Existing Wet Roofing/ Insulation Materials Removal, Disposal & Substrate Prep. with new insulation materials (if required) Pricing shall include average 1" depth of insulation.	Sq. Ft.	\$ 3.00 / sq ft.	n/a	n/a
2	Deteriorated 2x Wood Deck Removal, Disposal and Replacement with- 2x6 T&G Southern yellow pine no. 2	Sq. Ft.	\$ 4.00 / L ft.	n/a	n/a
3	Deteriorated 1x Wood Deck Removal, Disposal and Replacement with- 1x6 T&G Southern yellow pine no. 2	Sq. Ft.	\$ 3.00 / L ft.	n/a	n/a
4	Deteriorated Wood Framing Removal, Replacement & Disposal - match size & species of existing unless specified otherwise	Bd. Ft.	\$ 10.00 / bd ft.	n/a	n/a

Note: Prior to replacement of damaged roofing or wood substructure, the Contractor shall consult with the Architect and obtain approval on the extent of replacement prior to implementing the work.

END OF SECTION

BID FORM
00310-3

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 Donald M Venable President
(print individual's name and title)

For Exterior Specialties Inc.
(print name of entity submitting sworn statement)

whose business address is:

1131 W. Franklin St Quincy FL
mailing address: P.O. Box 429 Quincy FL 32353

and (if applicable) its Federal Employer Identification number (FEIN) is: 59-3464189

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 CALENDER YEAR IN WHICH IT IS FILED.

I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Donald M Venable president
Signature

For

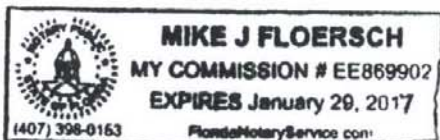
Exterior Specialties Inc.

STATE OF FLORIDA
COUNTY OF GADSDEN

Sworn to or affirmed and signed before me on this 12th day of OCTOBER.

[Signature]
NOTARY PUBLIC - STATE OF FLORIDA
[Signature]

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: Donald M Venable

PRINT NAME: Donald M Venable

NAMES OF BUSINESS: Exterior Specialties Inc

ADDRESS: P.O. Box 429

Quincy, FL 32353

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.

EXTERIOR SPECIALTIES INC.

P. O. BOX 429

QUINCY FLORIDA, 32353

Office 850-875-4625

Fax 850-875-4299

LICENSE # CCC-1327115/CBC1251314/SC-CO56691

10/11/2013

Mr. Wayne Shepard, Facilities Director
Gadsden County School Board
805 South Stewart St.
Quincy, FL 32351

Re: Re-roofing Project - Building 3
Havana, FL

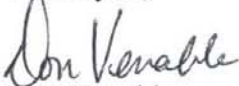
Dear Mr. Shepard;

In response to the requirement in the bid documents for the above referenced project we offer the following information.

If awarded the project, we will purchase the vast majority of materials for use in this project from suppliers in Gadsden County, State of Florida. We will provide documentation following purchase if required.

Considering our company's current employee base, 80 percent of our employees reside in Gadsden County, Florida.

Thank you,



Don Venable
President

Paul Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: Architectural services by Clemons, Rutherford and Associates for the new Pre-K through 3rd grade classroom wing at Havana Middle School.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval of services provided by Clemons, Rutherford and Associates of Tallahassee for design, engineering and oversight of the new Pre-K through 3rd grade wing at Havana Middle School. Payments to be made in draw request as project progresses.

FUND SOURCE: 379

AMOUNT: \$453,750.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

AIA[®] Document B101[™] – 2007

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the _____ day of _____ in the year 2013
(In words, indicate day, month and year)

BETWEEN the Architect's client identified as the Owner:
(Name, address and other information)

Gadsden County School Board
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

and the Architect:
(Name, address and other information)

Clemons, Rutherford & Associates, Inc.
2027 Thomasville Rd
Tallahassee, FL 32308
(850) 385-6153

for the following Project:
(Name, location and detailed description)

Havana Middle School Addition
1210 Kemp Road
Havana, FL 32333

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The Owner and Architect agree as follows.

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(2021020225)

TABLE OF ARTICLES

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- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
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- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
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- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

To be determined

.2 Substantial Completion date:

To be determined

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

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§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

.2 Automobile Liability

Combined Single Limit	\$1,000,000
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.3 Workers' Compensation

Each Accident	\$500,000
---------------	-----------

.4 Professional Liability

Each Claim	\$1,000,000
Aggregate	\$2,000,000

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary as the Project proceeds until the commencement of construction.

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§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and

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such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 BIDDING OR NEGOTIATION PHASE SERVICES

§ 3.5.1 GENERAL

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 COMPETITIVE BIDDING

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and
- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

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§ 3.5.3 NEGOTIATED PROPOSALS

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 CONSTRUCTION PHASE SERVICES

§ 3.6.1 GENERAL

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 EVALUATIONS OF THE WORK

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations

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and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 SUBMITTALS

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review shop drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with

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reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 CHANGES IN THE WORK

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 PROJECT COMPLETION

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. *(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)*

See Exhibit 'B' Services

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming		
§ 4.1.2 Multiple preliminary designs		
§ 4.1.3 Measured drawings		
§ 4.1.4 Existing facilities surveys		
§ 4.1.5 Site Evaluation and Planning (B203™-2007)		
§ 4.1.6 Building information modeling		
§ 4.1.7 Civil engineering		

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§ 4.1.8	Landscape design		
§ 4.1.9	Architectural Interior Design (B252™-2007)		
§ 4.1.10	Value Analysis (B204™-2007)		
§ 4.1.11	Detailed cost estimating		
§ 4.1.12	On-site project representation		
§ 4.1.13	Conformed construction documents		
§ 4.1.14	As-designed record drawings		
§ 4.1.15	As-constructed record drawings		
§ 4.1.16	Post occupancy evaluation		
§ 4.1.17	Facility Support Services (B210™-2007)		
§ 4.1.18	Tenant-related services		
§ 4.1.19	Coordination of Owner's consultants		
§ 4.1.20	Telecommunications/data design		
§ 4.1.21	Security Evaluation and Planning (B206™-2007)		
§ 4.1.22	Commissioning (B211™-2007)		
§ 4.1.23	Extensive environmentally responsible design		
§ 4.1.24	LEED® Certification (B214™-2007)		
§ 4.1.25	Fast-track design services		
§ 4.1.26	Historic Preservation (B205™-2007)		
§ 4.1.27	Furniture, Finishings, and Equipment Design (B253™-2007)		

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

See Exhibit 'B' Services

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

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§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 Ten (10) visits to the site by the Architect over the duration of the Project during construction
- .3 One (1) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within Twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish all available surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private,

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above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark. Additional surveys required to complete scope of work shall be provided by Architect as an additional service.

(Paragraph deleted)

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.9 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

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§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license

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granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 MEDIATION

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other *(Specify)*

(Paragraphs deleted)

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ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

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§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

6.5 % of Cost of the Work

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Unless negotiated otherwise:

Services by the architect shall be billed at current hourly rates.

Services performed by others shall be billed at Cost plus ten (10) percent.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Unless negotiated otherwise:

Services by the architect shall be billed at current hourly rates.

Services performed by others shall be billed at Cost plus ten (10) percent.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten (10%), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	percent (15	%)
Design Development Phase	percent (20	%)
Construction Documents Phase	percent (40	%)
Bidding or Negotiation Phase	percent (5	%)
Construction Phase	percent (20	%)

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Total Basic Compensation one hundred percent (100 %)

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

See Exhibit 'C' Rates

Employee or Category	Rate
----------------------	------

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten (10%) of the expenses incurred.

(Paragraphs deleted)

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of zero dollars (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty-five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

7% per annum

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§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect

.3 Other documents:

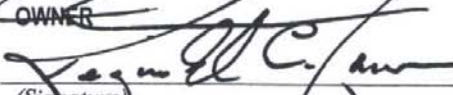
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)


Exhibit 'A' Initial Information

Exhibit 'B' Services

Exhibit 'C' Rates

This Agreement entered into as of the day and year first written above.

OWNER

(Signature)
Reginald C. James, Superintendent
(Printed name and title)

ARCHITECT

(Signature)
William D. Rutherford, President
(Printed name and title)

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Document B101™ – 2007 Exhibit A

Initial Information

for the following PROJECT:

(Name and location or address)

Havana Middle School Addition
1210 Kemp Road
Havana, FL 32333

THE OWNER:

(Name and address)

Gadsden County School Board
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

THE ARCHITECT:

(Name and address)

CRA

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This Agreement is based on the following information.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

ARTICLE A.1 PROJECT INFORMATION

§ A.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

Owner provided with review by architect

§ A.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

16 classroom addition with approximately 34,000 square feet

§ A.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total, and if known, a line item break down.)

\$ 4,400,000

§ A.1.4 The Owner's other anticipated scheduling information, if any, not provided in Section 1.2:

N/A

§ A.1.5 The Owner intends the following procurement or delivery method for the Project:

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(Identify method such as competitive bid, negotiated contract, or construction management.)

| To be determined

§ A.1.6 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

| N/A

ARTICLE A.2 PROJECT TEAM

§ A.2.1 The Owner identifies the following representative in accordance with Section 5.3:

(List name, address and other information.)

| Wayne Shepard
805 S. Stewart Street
Quincy, Florida 32351
(850) 627-9888

§ A.2.2 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address and other information.)

| N/A

§ A.2.3 The Owner will retain the following consultants and contractors:

(List discipline and, if known, identify them by name and address.)

| N/A

§ A.2.4 The Architect identifies the following representative in accordance with Section 2.3:

(List name, address and other information.)

| Greg Kelley

§ A.2.5 The Architect will retain the consultants identified in Sections A.2.5.1 and A.2.5.2.

(List discipline and, if known, identify them by name and address.)

§ A.2.5.1 Consultants retained under Basic Services:

.1 Structural Engineer

| Johnson Reeves Engineering

.2 Mechanical Engineer

| H2 Engineering

.3 Electrical Engineer

| H2 Engineering

§ A.2.5.2 Consultants retained under Additional Services:

| Civil: George & Associates

| Other services: Surveyor, Geotechnical engineer,

§ A.2.6 Other Initial Information on which the Agreement is based:

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(Provide other Initial Information.)

| N/A

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EXHIBIT 'B'
To
Gadsden County Schools - CRA A/E Agreement
List of Services and Reimbursables

Description	Responsibility (CRA-Architect, Owner or NP-Not Provided)	6/21/2013	Budget Estimates
1. Programming confirmation	Owner/CRA		
2. Land Survey Services	*CRA		\$7,000.00
3. Geotechnical Services	*CRA		\$10,000.00
4. Space Schematics - Initial layout of spaces based on program information	CRA		
5. Existing Architectural As-Built Drawings - Convert Existing Prints to CAD Files. Verify Existing Conditions. Field measurements as necessary.	NP		
5a. Structural review of existing building.	NP		
6. Economic Feasibility Studies - Review the Financial Viability of a project.	Owner		
7. Site Analysis and Selection evaluating a site(s) for project viability.	Owner		
8. Permitting/Review Fees of AHJ's - Water Management, Local Site, DEP, DOT	*CRA		\$5,000.00
9. Owner- Equip. Coordination: Coordinating with Owner supplied equipment/vender.	CRA		
10. Schedule and Monitoring - Detailed Scheduling and Monitoring of Contractors Forces is not provided.	NP		
11. Civil Design - Grading, Staking, and Utility Plans, as Required for Construction.	*CRA		\$60,000.00
12. Off Site Utilities or Special Utilities - Design of Utilities Outside the Immediate Project Site	NP		
13. Civil, Environmental Permitting Asst. - Preparing Documents and Completing Forms for Necessary Site and Environmental Permitting.	*CRA		Included in item 11
14. Environmental Report - Assumes no wet lands or listed species onsite.	NP		-
15. Landscape Design .	*CRA		Included in item 11
16. Traffic Study -	NP		
17. Ground penetrating Radar - Radar used to locate underground utilities.	NP		
18. USGBC LEED - Designing building to LEED standards. (Goal of complying with mandatory prerequisites) If item 18 is accepted item 18a must also be accepted.	*CRA		\$16,000.00
18a. Fundamental Commissioning.	*CRA		\$22,000.00

18b. Enhanced Commissioning.	NP		
19. Interior Design, Mat'ls Specs - Material specifications and color board are basic services. Design using standard materials readily available in the market is included in basic services. Custom one of a kind finishes and complex detailing are Add Services.	CRA		
20. FF&E Furniture, Fixtures, and, Equipment typical items not physically part of the building for example, desks, and chairs. Not included is Owner Technology.	*CRA		\$8,000.00
21. Special Bidding (re-bidding) or Negotiation - Example, Procuring Individual Bids From Each Subcontractor.	NP		
22. Value Analysis - preparing cost comparisons between multiple systems or products. LCCA's.	NP		
23. Detailed Cost Estimating - Estimate in a Higher Detail than Order of Magnitude is not included in scope.	NP		
24. Grounding test	NP		
25. Total Project Management/CM - An Enhanced Level of Support During Document Production, Bidding and Construction.	NP		
26. Start-up Assistance - Enhanced Support to Help With The Start up and Operation of the Building.	NP		
27. Record Drawings of New Construction - CAD Drawings Representing the recorded As-Built Condition of primary finished New Work as recorded by the contractor.	*CRA		\$3,500.00
28. Post-Contract Evaluation/Warranty Inspection	*CRA		\$3,000.00
29. Tenant Related Services - Assistance With Tenant Relations and Contracts.	NP		
30. Hazardous Material Study/Abatement Drawings - Survey For Hazardous Materials	NP		
31. Abatement plan.	NP		
32. Abatement monitoring & clearance testing.	NP		
33. Energy Forms - Energy Forms Required by AHJ for Approval and Permitting.	*CRA		\$3,000.00
34. Life Cycle Cost Analysis	NP		
35. Energy Modeling	NP		
36. 3-D Model - Graphic Three Dimension Model of project.	NP		-
37. Model Animation - Animated View of 3-D Model.	NP		
38. Kitchen Consultant - Specialty Consultant to Select and Specify Commercial Kitchen Equipment.	NP		

39. Travel, CRA - to client/project site. Expenses for Gas, Food, lodging, and labor when traveling for the Project.	*CRA		\$750.00
39a. Printing - Review and permitting sets at SD, DD, CD, and Record Drawings.	*CRA		\$5,000.00
40. Data Cabling - Providing Conduit and Junction Boxes in Walls. Design of Wiring, System's, and Equipment.	*CRA		\$15,000.00
40a. Audio/Video - Flat Screens, projectors, smart boards.	*CRA		\$3,000.00
41. Special Building Permitting - Permitting that is above and beyond standard construction permitting.	NP		
42. Special Inspections, Threshold - Threshold Plan and Inspections.	NP		
43. Acoustical Consultant(s) Specialty Consultant to study acoustics.	NP		
44. Physicist for lead shielding design	NP		
45. Detention/Security consultant	NP		
45a. Security Design	*CRA		\$4,000.00
46. Photo Documentation of Primary Elements - Example: photos of completed buildings and facilities.	*CRA		\$2,000.00
47. Other specialty consultant	NP		
48. BIM - Develop project in a Building Information Model format, Level 001.	NP		
49. Threat Risk Analysis	NP		
50. Test and Balance - Review of existing mechanical system.	NP		
51. Grounding Test	NP		
52. 30 Day Electrical Study - Panel study typically required by AHCA.	NP		
53. Signage Graphics - Graphics for egress maps.	*CRA		\$500.00
* Items required for the project and designated to be provided by CRA and compensated as add services or reimbursable. These services will be provided at cost plus markup per contract.			
** Items that are optional if requested and approved by owner and will be compensated as add services.			
Project (bricks and mortar) Budget	\$4,400,000	6.50%	
Total Basic Services :			\$286,000.00
Total Estimated Add Services/Reimbursables			\$167,750.00
Total Project Fees including Est. Reimbursables			\$453,750.00



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ♦ PLANNERS ♦ INTERIOR DESIGNERS ♦ CONSTRUCTION MANAGERS

2027 Thomasville Road ♦ Tallahassee, Florida 32308 ♦ (850) 385.6153 ♦ fax: (850) 386.8420

EXHIBIT 'C'

2013 HOURLY RATES

The basic hourly rates for all architectural and interior design disciplines are listed below.

Principal-In-Charge.....	\$220.00
Project Manager/Architect.....	160.00
Project Interior Designer.....	135.00
Project Designer	115.00
Construction Administrator	110.00
Plans Review and Inspection	125.00
Estimator	110.00
Specification Writer.....	90.00
Drafting: Senior	85.00
Junior	65.00
Clerical/Support Services.....	65.00

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10d

DATE OF SCHOOL BOARD MEETING: **October 22, 2013**

TITLE OF AGENDA ITEM: **Five Year Work Plan**

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For School Board review and approval of the District's 5-Year Work Plan that is submitted to D.O.E. every year as per Florida Statutes 1013.35.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.
 If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.
 If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	Five Year Total
Total Revenues	(\$5,891,027)	(\$4,348,847)	(\$4,327,099)	(\$1,766,670)	(\$2,025,594)	(\$18,359,237)
Total Project Costs	\$575,355	\$575,355	\$575,355	\$575,355	\$575,355	\$2,876,775
Difference (Remaining Funds)	(\$6,466,382)	(\$4,924,202)	(\$4,902,454)	(\$2,342,025)	(\$2,600,949)	(\$21,236,012)

District GADSDEN COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2013 - 2014 Actual Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
HVAC	\$150,000	\$200,000	\$125,000	\$100,000	\$175,000	\$750,000
Locations:	CHATTAHOOCHEE ELEMENTARY, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GREENSBORO ELEMENTARY SCHOOL (NEW), HAVANA MIDDLE (NEW), JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, SAINT JOHNS ELEMENTARY, STEWART STREET ELEMENTARY					
Flooring	\$75,000	\$90,000	\$100,000	\$100,000	\$100,000	\$465,000
Locations:	CARTER-PARRAMORE ALTERNATIVE SCHOOL, GEORGE W MUNROE ELEMENTARY, HAVANA MIDDLE (NEW), JAMES A SHANKS MIDDLE SCHOOL, SAINT JOHNS ELEMENTARY					
Roofing	\$125,000	\$150,000	\$150,000	\$100,000	\$200,000	\$725,000
Locations:	GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, HAVANA ELEMENTARY, JAMES A SHANKS MIDDLE SCHOOL, SAINT JOHNS ELEMENTARY, TRANSPORTATION CENTER					
Safety to Life	\$40,000	\$50,000	\$40,000	\$30,000	\$35,000	\$195,000
Locations:	HAVANA MIDDLE (NEW), JAMES A SHANKS MIDDLE SCHOOL					
Fencing	\$25,000	\$20,000	\$25,000	\$25,000	\$25,000	\$120,000
Locations:	EAST GADSDEN HIGH SCHOOL, GEORGE W MUNROE ELEMENTARY					
Parking	\$35,000	\$25,000	\$40,000	\$100,000	\$75,000	\$275,000
Locations:	GEORGE W MUNROE ELEMENTARY, M D WALKER ADMINISTRATIVE CENTER					
Electrical	\$15,000	\$25,000	\$10,000	\$15,000	\$25,000	\$90,000
Locations:	GRETNA ELEMENTARY, SAINT JOHNS ELEMENTARY					
Fire Alarm	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$225,000
Locations:	EAST GADSDEN HIGH SCHOOL					
Telephone/Intercom System	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$75,000	\$100,000	\$130,000	\$100,000	\$150,000	\$555,000
Locations:	CHATTAHOOCHEE ELEMENTARY, GEORGE W MUNROE ELEMENTARY, SAINT JOHNS ELEMENTARY					
Maintenance/Repair	\$344,135	\$180,000	\$210,000	\$124,640	\$220,000	\$1,078,775
Locations:	CHATTAHOOCHEE ELEMENTARY, EAST GADSDEN HIGH SCHOOL, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GREENSBORO ELEMENTARY SCHOOL (NEW), GRETNA ELEMENTARY, HAVANA ELEMENTARY, HAVANA MIDDLE (NEW), JAMES A SHANKS MIDDLE SCHOOL, M D WALKER ADMINISTRATIVE CENTER, SAINT JOHNS ELEMENTARY, STEWART STREET ELEMENTARY, TRANSPORTATION CENTER, WEST GADSDEN HIGH SCHOOL (NEW)					
Sub Total:	\$909,135	\$890,000	\$880,000	\$744,640	\$1,055,000	\$4,478,775

PECO Maintenance Expenditures	\$0	\$0	\$11,748	\$36,817	\$88,253	\$136,818
1.50 Mill Sub Total:	\$919,135	\$900,000	\$878,252	\$717,823	\$976,747	\$4,391,957

Other Items	2013 - 2014 Actual Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
upgrade marker boards	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Locations	CARTER-PARRAMORE ALTERNATIVE SCHOOL, CHATTAHOOCHEE ELEMENTARY, GADSDEN ELEMENTARY MAGNET SCHOOL, GADSDEN TECHNICAL INSTITUTE, GEORGE W MUNROE ELEMENTARY, GRETNA ELEMENTARY, HAVANA ELEMENTARY, HAVANA MIDDLE (NEW), JAMES A SHANKS MIDDLE SCHOOL, SAINT JOHNS ELEMENTARY, STEWART STREET ELEMENTARY					
Total:	\$919,135	\$900,000	\$890,000	\$754,640	\$1,065,000	\$4,528,775

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2013 - 2014 Actual Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$919,135	\$900,000	\$878,252	\$717,823	\$976,747	\$4,391,957
Maintenance/Repair Salaries	\$0	\$0	\$0	\$0	\$0	\$0
School Bus Purchases	\$1,072,467	\$0	\$0	\$0	\$0	\$1,072,467
Other Vehicle Purchases	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Equipment	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Relocatables	\$0	\$0	\$0	\$0	\$0	\$0
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$575,355	\$575,355	\$575,355	\$575,355	\$575,355	\$2,876,775
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$320,000	\$320,000	\$320,000	\$320,000	\$320,000	\$1,600,000
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling and Renovations	\$1,584,344	\$2,400,000	\$2,400,000	\$0	\$0	\$6,384,344
Local Expenditure Totals:	\$4,671,301	\$4,395,355	\$4,373,607	\$1,813,178	\$2,072,102	\$17,325,543

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2013 - 2014 Actual Value	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
(1) Non-exempt property assessed valuation		\$1,481,014,099	\$1,547,935,726	\$1,609,683,383	\$1,686,656,718	\$1,781,231,845	\$8,106,521,771
(2) The Millege projected for discretionary capital outlay per s.1011.71		0.00	0.00	0.00	0.00	0.00	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$2,488,104	\$2,600,532	\$2,704,268	\$2,833,583	\$2,992,469	\$13,618,956
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$0	\$0	\$0	\$0	\$0	\$0
(5) Difference of lines (3) and (4)		\$2,488,104	\$2,600,532	\$2,704,268	\$2,833,583	\$2,992,469	\$13,618,956

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2013 - 2014 Actual Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$11,748	\$36,817	\$88,253	\$136,818
		\$0	\$0	\$11,748	\$36,817	\$88,253	\$136,818

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2013 - 2014 Actual Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$43,915	\$43,915	\$43,915	\$43,915	\$43,915	\$219,575
CO & DS Interest on Undistributed CO	360	\$2,593	\$2,593	\$2,593	\$2,593	\$2,593	\$12,965
		\$46,508	\$46,508	\$46,508	\$46,508	\$46,508	\$232,540

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2012 - 2013?

No

Additional Revenue Source

Any additional revenue sources

Item	2013 - 2014 Actual Value	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Total
Proceeds from a s.1011.14/15 F.S. Loans	\$1,072,467	\$0	\$0	\$0	\$0	\$1,072,467
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$0	\$0	\$0	\$0	\$0	\$0
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$0	\$0	\$0	\$0	\$0	\$0
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0

Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	(\$2,338,701)	\$0	\$0	\$0	\$0	(\$2,338,701)
Subtotal	(\$1,266,234)	\$0	\$0	\$0	\$0	(\$1,266,234)

Total Revenue Summary

Item Name	2013 - 2014 Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$0	\$0	\$0	\$0	\$0	\$0
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$4,671,301)	(\$4,395,355)	(\$4,373,607)	(\$1,813,178)	(\$2,072,102)	(\$17,325,543)
PECO Maintenance Revenue	\$0	\$0	\$11,748	\$36,817	\$88,253	\$136,818
Available 1.50 Mill for New Construction	(\$4,671,301)	(\$4,395,355)	(\$4,373,607)	(\$1,813,178)	(\$2,072,102)	(\$17,325,543)

Item Name	2013 - 2014 Budget	2014 - 2015 Projected	2015 - 2016 Projected	2016 - 2017 Projected	2017 - 2018 Projected	Five Year Total
CO & DS Revenue	\$46,508	\$46,508	\$46,508	\$46,508	\$46,508	\$232,540
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	(\$1,266,234)	\$0	\$0	\$0	\$0	(\$1,266,234)
Total Additional Revenue	(\$1,219,726)	\$46,508	\$46,508	\$46,508	\$46,508	(\$1,033,694)
Total Available Revenue	(\$5,891,027)	(\$4,348,847)	(\$4,327,099)	(\$1,766,670)	(\$2,025,594)	(\$18,359,237)

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	Total	Funded
Building new pre-k through 3rd grade wing onto the existing Havana Middle School. will close Havana elementary School at the end of 2013/2014 and move all students to existing Havana Middle. Project pay back will be out past the current 5 years showing on	HAVANA MIDDLE (NEW)	Planned Cost:	\$575,355	\$575,355	\$575,355	\$575,355	\$575,355	\$2,876,775	Yes

	Student Stations:	380	0	0	0	0	380
	Total Classrooms:	21	0	0	0	0	21
	Gross Sq Ft:	34,000	0	0	0	0	34,000

Planned Cost:	\$575,355	\$575,355	\$575,355	\$575,355	\$575,355	\$2,876,775
Student Stations:	380	0	0	0	0	380
Total Classrooms:	21	0	0	0	0	21
Gross Sq Ft:	34,000	0	0	0	0	34,000

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Nothing reported for this section.

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2013 - 2014 Satis. Stu. Sta.	Actual 2013 - 2014 FISH Capacity	Actual 2012 - 2013 COFTE	# Class Rooms	Actual Average 2013 - 2014 Class Size	Actual 2013 - 2014 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2017 - 2018 COFTE	Projected 2017 - 2018 Utilization	Projected 2017 - 2018 Class Size
GEORGE W MUNROE ELEMENTARY	681	681	576	37	16	85.00 %	0	0	539	79.00 %	15
GREENSBORO ELEMENTARY SCHOOL (NEW)	371	371	365	19	19	98.00 %	0	0	311	84.00 %	16
HAVANA ELEMENTARY	721	721	412	38	11	57.00 %	0	0	0	0.00 %	0
GADSDEN ELEMENTARY MAGNET SCHOOL	294	294	170	17	10	58.00 %	0	0	128	44.00 %	8
CHATTAHOOCHEE ELEMENTARY	409	409	183	21	9	45.00 %	0	0	111	27.00 %	5
GRETNA ELEMENTARY	433	433	263	23	11	61.00 %	0	0	257	59.00 %	11
SAINT JOHNS ELEMENTARY	433	433	259	23	11	60.00 %	0	0	209	48.00 %	9
STEWART STREET ELEMENTARY	683	683	550	36	15	80.00 %	0	0	506	74.00 %	14
JAMES A SHANKS MIDDLE SCHOOL	1,043	1,064	588	45	13	55.00 %	0	0	546	51.00 %	12
CARTER-PARRAMORE ALTERNATIVE SCHOOL	952	952	225	44	5	24.00 %	0	0	204	21.00 %	5
HAVANA MIDDLE (NEW)	575	517	181	25	7	35.00 %	380	21	566	63.00 %	12
EAST GADSDEN HIGH SCHOOL	1,542	1,464	823	65	13	56.00 %	0	0	757	52.00 %	12
GADSDEN TECHNICAL INSTITUTE	333	333	6	16	0	2.00 %	0	0	3	1.00 %	0
WEST GADSDEN HIGH SCHOOL (NEW)	757	681	472	32	15	69.00 %	0	0	443	65.00 %	14
	9,227	9,036	5,071	441	12	56.12 %	380	21	4,580	48.64 %	10

The COFTE Projected Total (4,580) for 2017 - 2018 must match the Official Forecasted COFTE Total (4,580) for 2017 - 2018 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2017 - 2018	
Elementary (PK-3)	1,711
Middle (4-8)	1,730
High (9-12)	1,139
	4,580

Grade Level Type	Balanced Projected COFTE for 2017 - 2018
Elementary (PK-3)	0
Middle (4-8)	0

High (9-12)	0
	4,580

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	Year 5 Total
Total Relocatable Replacements:	0	0	0	0	0	0

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2017 - 2018
Crossroad Academy Charter School of Business	20	PRIVATE	1998	444	364	15	497
	20			444	364		497

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Educational Classrooms:		0	0	0	0	0	0

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Co-Teaching Classrooms:		0	0	0	0	0	0

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2012 - 2013 fiscal year.					List the net new classrooms to be added in the 2013 - 2014 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2013 - 2014 should match totals in Section 15A.			
Location	2012 - 2013 # Permanent	2012 - 2013 # Modular	2012 - 2013 # Relocatable	2012 - 2013 Total	2013 - 2014 # Permanent	2013 - 2014 # Modular	2013 - 2014 # Relocatable	2013 - 2014 Total
Elementary (PK-3)	0	0	0	0	21	0	0	21
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	0	0	0	0
	0	0	0	0	21	0	0	21

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	5 Year Average
STEWART STREET ELEMENTARY	0	122	0	0	0	24
JAMES A SHANKS MIDDLE SCHOOL	0	0	0	0	0	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	0	0	0	0	0	0
HAVANA MIDDLE (NEW)	0	0	0	0	0	0
SAINT JOHNS ELEMENTARY	0	36	0	0	0	7
HAVANA ELEMENTARY	0	152	0	0	0	30
GADSDEN ELEMENTARY MAGNET SCHOOL	0	0	0	0	0	0
CHATTAHOOCHEE ELEMENTARY	0	24	0	0	0	5
GRETNA ELEMENTARY	0	30	0	0	0	6
GADSDEN TECHNICAL INSTITUTE	100	10	0	0	0	22
WEST GADSDEN HIGH SCHOOL (NEW)	0	0	0	0	0	0
EAST GADSDEN HIGH SCHOOL	0	0	0	0	0	0
GEORGE W MUNROE ELEMENTARY	0	178	0	0	0	36
GREENSBORO ELEMENTARY SCHOOL (NEW)	0	144	0	0	0	29

Totals for GADSDEN COUNTY SCHOOL DISTRICT					
Total students in relocatables by year.	100	696	0	0	159
Total number of COFTE students projected by year.	5,035	4,926	4,829	4,721	4,818
Percent in relocatables by year.	2 %	14 %	0 %	0 %	3 %

Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2013 - 2014	FISH Student Stations	Owner	# of Leased Classrooms 2017 - 2018	FISH Student Stations
HAVANA ELEMENTARY	0	0	William Scottsman	2	36
GEORGE W MUNROE ELEMENTARY	0	0		0	0
GADSDEN ELEMENTARY MAGNET SCHOOL	0	0		0	0
WEST GADSDEN HIGH SCHOOL (NEW)	0	0		0	0
CARTER-PARRAMORE ALTERNATIVE SCHOOL	0	0		0	0
HAVANA MIDDLE (NEW)	0	0		0	0
EAST GADSDEN HIGH SCHOOL	0	0		0	0
GADSDEN TECHNICAL INSTITUTE	0	0		0	0
GRETNA ELEMENTARY	0	0		0	0
SAINT JOHNS ELEMENTARY	0	0		0	0
STEWART STREET ELEMENTARY	0	0		0	0
JAMES A SHANKS MIDDLE SCHOOL	0	0		0	0
CHATTAHOOCHEE ELEMENTARY	0	0		0	0
GREENSBORO ELEMENTARY SCHOOL (NEW)	0	0		0	0
	0	0		2	36

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

Not Specified

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

The school board has plans to combine Havana Elementary School in with Havana Middle School starting August 2014 and close Havana Elementary.

Five Year Survey - Ten Year Capacity

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K - 12 programs for the future 5 years beyond the 5-year district facilities work program.

Project	Location,Community,Quadrant or other general location	Projected Cost
Project description not specified	Location not specified	\$0
		\$0

Five Year Survey - Ten Year Infrastructure

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 6 thru 10 out years (Section 28).

Not Specified

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 6 thru 10 out years (Section 29).

Not Specified

Five Year Survey - Ten Year Maintenance

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6 - 10 beyond the projects plans detailed in the five years covered by the work plan.

No items match the criteria.

Five Year Survey - Ten Year Utilization

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	4,777	4,777	2,975.34	62.28 %	0	0	0.00 %
Middle - District Totals	2,515	2,262	1,228.42	54.31 %	0	0	0.00 %
High - District Totals	1,542	1,464	872.63	59.61 %	0	0	0.00 %
Other - ESE, etc	1,964	1,386	369.74	26.68 %	0	0	0.00 %
	10,798	9,889	5,446.13	55.07 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Five Year Survey - Twenty Year Capacity

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K - 12 programs for the future 11 - 20 years beyond the 5-year district facilities work program.

No items match the criteria.

Five Year Survey - Twenty Year Infrastructure

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in the 11 through 20 out years (Section 28).

No items meet the criteria.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 through 20 out years (Section 29).

No items meet the criteria.

Five Year Survey - Twenty Year Maintenance

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11 - 20 beyond the projects plans detailed in the five years covered by the work plan.

No items match the criteria.

Five Year Survey - Twenty Year Utilization

GADSDEN COUNTY SCHOOL DISTRICT

10/14/2013

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual FISH Capacity	Actual COFTE	Actual Utilization	Actual new Student Capacity to be added/removed	Projected COFTE	Projected Utilization
Elementary - District Totals	4,777	4,777	2,975.34	62.28 %	0	0	0.00 %
Middle - District Totals	2,515	2,262	1,228.42	54.31 %	0	0	0.00 %
High - District Totals	1,542	1,464	872.63	59.61 %	0	0	0.00 %
Other - ESE, etc	1,964	1,386	369.74	26.68 %	0	0	0.00 %
	10,798	9,889	5,446.13	55.07 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: Approval of District Title I Parental Involvement Plan

DIVISION: Gadsden County Parent Service

PURPOSE AND SUMMARY OF ITEM:

School Board approval is needed for District Title I Parental Involvement Plan for 2013-14. The Parental Involvement Plan (PIP) involves parents of all students in a variety of roles. The roles include: Involving parents in developing and approving the Title I plan; involve parents in the process of school review and improvement; obtain parent input of the district's Title I plan and how funds for parent involvement will be spent; provide support necessary to help Title I schools plan and implement effective parent involvement activities to improve student achievement; and build the schools' and parents' capacity for strong parent involvement.

The plan also recognizes that communication between home and school should be regular, two-way, and meaningful.

AMOUNT: N/A

PREPARED BY: Sherrie Taylor

POSITION: Coordinator – Communities In Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1 (General Assurance Page)

CHAIRMAN'S SIGNATURE: page(s) numbered N/A

This form is to be duplicated on light blue paper.

GADSDEN Title I, Part A Parental Involvement Plan

I, Reginald C. James, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- If the LEA Plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Reginald C. James

Reginald C. James

Date Signed 10/15/13

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The Gadsden County School Board mission is to support positive family and parent involvement believing that it is essential for student achievement. We encourage parents and community stakeholders to be involved in the educational planning and operations at all community schools.

To further strengthen this partnership, the Gadsden School District has adopted a School Board approved Family and Parent Involvement Policy as its commitment. Its guiding principles are to involve parents in the decision making process and training programs that will help parents support their individual child at home.

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

Response: The District Parent Advisory Committee is created with a composition of parents from all Title I schools to include private and community stakeholders. The committee provides input into the development, implementation and evaluation of the district's parent involvement policy, including but not limited to the DIP, the Title I, Part A application and use of funds.

At the district level, there is parent representation on the District Parent Advisory Committee from each school. The Committee is composed of the School's Advisory Council Chairpersons and parent representation from the PTA, ESE, ESOL and Pre-K.

All schools receive information on ways to include parents in the school improvement process according to the SAC Florida Statutes and Guidelines. Therefore, a meeting is coordinated quarterly at the district level to allow input from the school's parent representatives. SAC members share this information as they review their specific goals at their monthly meetings.

Parents are invited and encouraged to provide input in the development of all plans related to school improvement. Surveys are distributed and the results are analyzed to review for improvement and to evaluate the district PIP and school needs. The district parent services coordinator inputs these suggestions into the annual district's PIP.

Decisions involving the use of the one percent of Title I funds reserved for parental involvement will be made during the development of School Improvement Plan by principals and district initiatives with input from SAC. Parents of students in Title I schools are involved in the SAC committee. Of this one percent, not less than 95% will be allocated to schools. The Parent Services Coordinator will monitor SAC memberships to ensure that parents are involved in the process and submits each school roster for school board approval.

In reference to the LEA plan, parents are involved in many ways with each part of the plan. In regards to academic assessments and FCIM infusion parents are involved in the discussions and decisions about assessments through the individual SAC councils while making recommendations of the appropriate interventions necessary to meet their school goals, including FCIM implementation, various after school and home tutoring materials and interventions. Survey input from parents, teachers, and administration are reviewed

and considered when developing the K-12 Reading Plan and District intervention plans which are also the basis for the development of the Title II training plan. Early childhood coordination in the LEA plan involves parents by disseminating community resource directories to families via the district Parent Resource Center and Mobile Unit; surveying parents regarding their educational needs; coordinating workshop and in-service activities for families and children; providing family needs assessments; and providing parent resource centers at each school along with a parent liaison, which will provide parent trainings and assistance to parents in the areas of reading and math. Migrant parents receive frequent contact and communication about their needs from the Title I Part C staff. Their input is recorded in minutes of visitations to allow them input into the LEA Plan. PreK/VPK/Head Start programs involve parent home visits to help determine the needs of both the family and the children and the resulting information from these meetings guide the development of programs and services for these children. There are no N/D programs in Gadsden. Parent input for school improvement is encouraged through Annual Title I meetings at each of the twelve schools. At the meetings, parents are encouraged to provide written or oral input on school policies, budgets, facilities, school vision, curriculum, extracurricular activities, and any other concerns. Additionally, parent input is gathered through the SAC, PTA, parent workshops, parent surveys and working with parents during student conferences. School Choice options involve parents all through the process by allowing them to select the appropriate choice for their student and provide any input or concerns through surveys. Highly qualified requirements are determined by the district and state requirements but any parent input regarding the quality of their students education or their desire to move students are addressed quickly and to the satisfaction of the parent. Homeless programs involve parents and families in fully gathering their input and needs to select the appropriate services for them. Parent involvement expos, workshops, town meetings are constantly surveying parents for input into the development of various plans, policies, applications, and other initiatives through the district. Input for extended learning opportunities is gathered when the school is planning their original schedules and through SAC as they determine appropriate strategies for raising student achievement.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Response: The School Board of Gadsden County will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student achievement and school performance:

Title I, Part A supports the operation of parent involvement programs through parent liaisons, materials and supplies for parent trainings and other parent involvement activities at the schools and district level.

The Gadsden County School District has a Parent Services Department, which staffs a Parent Services Coordinator, Visiting Teacher, 3 VISTA Volunteers, a Homeless and Outreach Consultant, and a Parent Liaison. This department assists all Title 1 schools with district information, academic resources, communication venues, technical assistance to parents on policies and procedures, while educational support materials are

displayed at the Family Information Resource Center, and distributed from the Parent Resource Center and Mobile Unit.

The District's Family Information Resource Center is equipped with computers and FCAT practice materials and Common Core Standards information. This will enable parents to practice on the computer instructional techniques, receive quality trainings, understand the method of teaching strategies being used in the classroom, and have access to their child's academic progress, which will enable them to serve as their child's first teacher.

The Gadsden County School Board makes a continuous effort to keep parents and families informed of their choices for quality education for all students. This effort includes the district web site, Skylert messaging system, parent trainings, and informational sessions as well as sending newsletters, flyers, surveys and information home for parent input.

Parent liaisons are informed of the implementation of the FCIM to assist parents in understanding the focus calendar's purpose and to ensure alignment with regular school activities.

The Parent Services Coordinator provides training meetings every two months or as needed. In addition, the Parent Services Coordinator will provide opportunities for Parent Liaisons and school staff to enhance their abilities to present Parental Involvement information at faculty meetings and to integrate parental involvement into in-service training for school-based personnel. Parent Liaisons are also trained on successful methods to get parents involved in their child's education and schools. Liaisons are made aware of the importance of documenting workshops, trainings and school wide events involving parents.

Parent Liaison meetings will also serve as the main forum for sharing information on district initiatives and strategies to provide technical assistance to their schools.

Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)].

The Parent Services Coordinator will review each school-level PIP by December and ongoing during meetings with each school's Principal and Parent Liaison to ensure compliance and the activities planned will provide meaningful opportunities for parents to become more involved in their child's education. The Parent Services Coordinator shall ensure that the one percent of parent involvement money is linked to strategies in the PIP.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	VPK & Pre K Head Start	The Title I office, Head Start and VPK offices will work together to coordinate transition programs for students entering the regular public school program. Activities include coordinated meetings with parents, VPK teachers, and the Pre-Kindergarten teachers to discuss the specific learning needs of students, and during joint parent meetings to discuss transitioning. Pre-k parents are invited to all school meetings.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I is discussed with parents during the development of the students IEP. ESE parents are invited, encouraged and included in all parent meetings at the school and district level.
3	Title II	Professional development modules will be provided to schools to support staff training as it relates to parental involvement. The parent liaisons are trained by the district's parent coordinator and staff on methods to effectively use the modules. The Parent Services staff will provide support and monitor the implementation to ensure that training is provided as required. Different Levels of Parental Involvement (DLOPI) will be one of the training methods implemented by Parent Services.
4	ESOL, Migrant & Homeless Education programs	Although some meetings are specific to these programs, every effort is provided to include translation support at meetings for the involvement of Hispanic parents and transportation for Homeless students' parents.

Annual Evaluation

Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

Response: The Advisory Committee, consists of representatives (School Advisory Council chairpersons, ESOL, ESE, Pre K and PTA/PTO presidents) selected from each school to provide suggestions throughout the year and during the annual end of the school year meeting for all federal programs. The District Parent Advisory Council convenes at least quarterly to discuss school improvement activities of the district's PIP. These discussions facilitate suggestions, questions, and concerns by each school parent group of representatives and then are shared at their individual school level by the school's parent liaison and parents. The district collects information for future review and insertion in the upcoming year's PIP.

A parent survey and other suggestions from District Advisory meetings are shared with all federal program coordinators for usage in the development of the federal grant application and parent involvement policy/plan. Each school will continue to revise their plan throughout the year, and in some instance will follow the completion of the federal grant and parent policy/plan.

During monthly SAC meetings, suggestions are given to the committee and the principal will share with the school faculty.

Conversations with parents and other stakeholders are fostered to engage the entire community and businesses. Parents, faculty members, new hires and community stakeholders receive training on parent involvement.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	State's academic content standards and state student academic achievement FCAT (Reading; Math; Science) Night Out trainings for parents; Reading Campaign	Reading Coaches, PRC staff, Media Coordinator	Provide parents with FCAT study guide, academic resource materials, and books to help their child at home.	August - February 2013-2014	Sign-in sheets, pictures, copies of resource handouts.
2	Parental involvement requirements District-wide parent advisory meetings	Parent Services staff	Provide information to parents on school policy, budget, curriculum, school vision, educational resource materials to ensure academic success for their child.	Kick-off in the Fall & continue until FCAT testing	News articles, schedules, pictures and copies of materials distributed.
3	Faith-based workshops & trainings	Parent Services staff	Faith-based partners offer resources needed to promote academic success for the schools and children. Faith-based partners also provide mentoring, tutoring, resources materials, and monetary contributions.	October – March	Agendas, sign-in sheets, presentation materials.
4	Next Generation Common Core Standards	PRC staff, principals, teachers & parent liaisons	Provide to parents grade specific brochures and other academic materials via meetings & the district website @ www.gcps.k12.fl.us .	August - June	Copies of the Focus Calendars disseminated and other academic materials.
5	Assessments	Assessment coordinator, teachers, counselors	The student academic impact will be enhanced by parents participating in: Individual school parent 9 wks. expos; Teacher/parent meetings to discuss the student's assessment results, expectations, and goals for the school year; District assessment parent meetings.	August – May	Conference logs and district meeting agendas & sign-in sheets.
6	Reading & Math	Teachers, parent liaisons, math & reading	a. One-on-one meetings and content specific sessions will be provided for parents. b. Information will include grade	August – March	Agendas, sign-in sheets and examples of materials

		coaches	level proficiency, strategies parents can use at home, and assessment methods.		presented.
7	College Readiness	High School Counselors and Parent Liaisons	Parents will gain an understanding of college entrance requirements, scholarship information, availability of financial aid, etc. to better prepare students for college readiness	August – June	Sign-in sheets, agendas, handouts & presentation materials
8	GED Preparation	GED Preparation	Parents will be offered the opportunity to participate in GED prep classes offered at the high school. When parents further their education, they serve as role models for good study habits and dedication to academic success in school. The parent's academic goals will impact the student's attitude toward academic success.	Throughout the year	Attendance rosters
9	Family Literacy	Reading Coaches & Parent Liaisons	Provide sessions to help parents improve reading skills. The parent's appreciation of reading will impact the student's desire to read and comprehend.	October - May	Agendas, sign-in sheets and examples of materials presented
10	Family Literacy	Migrant Education Program staff & Parent Services	Parent Meetings for ELL and speakers of other languages will be provided for parents by the Migrant Education Program and district staff	August - June	Agendas, sign-in sheets and examples of materials presented.
11	Parent Trainings and Parent Involvement Conferences	Principals and Parent Services Coordinator	Provide information to parents on academic and leadership skills to assist other parents with their children.	August – July	Agendas, sign-in sheets, materials from trainings and conferences

Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Different Levels Of Parent Involvement (DLOPI)	District Parent Services Coordinator	Knowledge of program to identify strategies to enhance parental participation. Since parents are their child's first teacher the DLOPI strategies train the parents on the importance of being a level 5 (highly involved) to impact their child's education.	August-June	Agendas, sign-in sheets and examples of materials presented.
2	SIP & SAC	Principals & District Parent Services staff	Knowledge of the process, duties & responsibilities of their duties while serving on SAC & developing the SIP. It will create an environment that is conducive to student learning and achievement through the identification and resolution of school issues negatively impacting	August & May of each school year	Agendas, sign-in sheets and examples of materials presented.

			the student achievement.		
3	Parent Involvement Strategies	Parent Services Coordinator & K-12 Directors	Knowledge of parent involvement best practices for increased parent participation. Strategies will be given and implemented on the best practices to increase parent participation resulting in higher student achievement.	Monthly District Leadership Team meetings	Agendas and examples of materials presented.
4	Value and Communication Trainings	Principals & Parent Liaisons	This will improve the ability of staff to work effectively with parents by providing examples of best practices on the value of parents and how to positively communicate with parents. This collaborative partnership and training program will improve student performance.	August-June	Agendas, sign-in sheets and examples of materials presented.
5	Cultural Sensitivity Awareness	Migrant & ESOL staff	By providing information to schools on what cultures are within the district's population and being available to assist schools during parent meetings, all students' needs will be adequately addressed and met.	August-June	Samples of materials disseminated, sign-in sheets or logs.
6	Parent Trainings and PTA Conferences	Parent Services Coordinator	Parents will be provided information of their impact on student achievement and the best practices available to assist their child. More parent involvement results in greater academic achievement of students. Knowledge of parent involvement best practices for increased parent participation.	August-June	Agendas, conference materials.

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: The District's PIP will be summarized into a brochure that will be printed in English and Spanish and provided to all schools to distribute to parents, via backpack, website and parent resource rooms. The brochure will outline the major components of the policy and will offer to provide a hard copy upon request. In addition, hard copies will be available in the office and the parent resource room at each Title I school. The complete PIP will be posted on the district's website and linked from each Title I school's website.

As practicable, the School Board of Gadsden County with the assistance of its school principals, ESE, ESOL, & Migrant education program supervisors and coordinators will provide to parents information in their native languages (English and Spanish) and/or in an understandable language according to the culture. Information will be shared via written communication and orally through translators. Translators will be available at parent meetings (if needed) and in school offices to provide translation services to ensure that parents are able to fully participate in the education of their child and at parent meetings. The district will ensure every possible avenue to provide the availability of an individual to provide translation services in Spanish at each Title I school if needed. If other languages are needed, schools will send the material to the Title I office where local

companies and/or district experts will provide the translations. Parents will be provided Spanish translations and information via the Skylert communication system, newsletters, fliers, phone calls, materials and trainings to help parents work with their children to improve their academic achievement. The English Language Survey results from the communication system and parent liaisons will be used to determine the number and specific needs for translations into a language other than English. The district ESOL and Migrant Coordinators and school personnel will run the Language Survey report at least monthly to determine any changes based on fluctuations in student populations.

Other communication opportunities, to share with parents the information in the PIP, will be during parent activities such as, Open House, School Advisory Council meetings, PTA meetings, literacy training, and usage of technology meetings. Gadsden County School District will foster increased parental involvement by:

A. Hosting district-wide Parent EXPO'S each 9 weeks grading period, which will offer parents the opportunity to pick up their child's report card, schedule meetings with teachers and gather information critical to their child's success and include these parents especially with all other parents during conferences as a part of the IEP, AIP and SIP.

B. Encouraging classroom volunteers from all programs (i.e. Migrant, Pre K, ESE, & SAC) as parent participants in the school's activities. Survey these parents to find ways they would like to assist by volunteering and or mentoring.

C. Schools will be responsible for providing monthly focus calendars that inform parents of up-to-date information on skills being taught in the schools and specific to their child's needs.

D. Providing the necessary accommodations for parents who are identified with disabilities to ensure that all parents can participate in parental involvement activities. The ESE department and/or FDLRS will assist. In addition, involve parents in the annual ESE Parent Day activities coordinated with FDLRS and also the Migrant and Hispanic parents in the annual cultural celebration.

Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)]. Check here if the LEA does not plan to implement the discretionary parental involvement activities. Check all activities the LEA plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and	An ongoing staff development program that includes	Principals and Parent Services Staff	Involving parents' input in the SIP for training.	August-September

	other educators to improve the effectiveness of that training [Section 1118(e)(6)];	researched based training modules.			
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];	Involve parents and improve their ability to participate in school and district literacy trainings.	Public Libraries, Parent Services Coordinator, and Parent Liaison	Provide parents information to assist their children with literacy materials.	August-June
3	Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];	Provide daycare services, transportation, & food for parent nights.	Principals & Parent Liaisons	Provide information to parents.	Monthly Parent Meetings
4	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parents will receive info by attending the annual Title I meeting, parent expos, leadership conference & district trainings.	Parent Services; Principals	Giving parents the necessary tools to actively recruit others parents.	August-July
5	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Arrange school meetings at a variety of times, or conduct home or neighborhood visits via the mobile unit.	RV mobile unit staff, Parent Liaison	To ensure all parents the opportunity to be actively involved in their child's education.	On-going
6	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Provide DLOPI trainings on the usage for increased and improve parent participation.	Parent Services Coordinator & Parent Liaisons	Provide strategies to assist parents and teachers to increase parent participation.	August-June
7	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	Enhance the District's Parent Advisory Committee to include community-based organizations and businesses, including faith-based organizations.	Parent Services Staff	Provide knowledge and involve parents in the educational decisions and choices for students.	Quarterly meetings
8	Developing appropriate roles for community-based organizations and	Building ties between home school and the community.	Parent Services Staff, Principals &	To involve all parts of the community in the	Monthly & Quarterly meetings

	businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].		Parent Liaisons	education process.	
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Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

Evaluation of the 2012-2013 Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities provided during the 2012-2013 school year designed to build the capacity of parents to help their children [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Back to School Events	2	1375	Engaging the entire faith-based, community and businesses to support with school supplies, hygiene kits, & funding to support students & parents with materials & school supplies.
2	Faith-based workshops & trainings.	1	10	To assist faith-based partners with information on the SSS and how to align them using biblical principles.
3	Title I Parent Trainings	10	705	Provide information to parents and academic and leadership skills to assist other parents with their students.
4	Reading & Math	5	340	a. Face-to-face meetings and content specific sessions will be provided for parents. b. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.
5	Family Literacy	4	136	Provide sessions to help parent improve the students reading skills.
6	Family Literacy	4	142	Parent Meetings for ELL and speakers of other languages will be provided for parents by the Migrant Education Program and the District Office Staff.
7	Parent Trainings and Parent Involvement Conferences (PTA)	6	235	Provide information to parents on academic and leadership skills to assist other parents with their children.

Staff Training Summary

Provide a summary of the professional development activities provided during the 2012-2013 school year by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Different Levels Of Parent Involvement (DLOPI)	5	65	Knowledge of program to identify strategies to enhance parental participation.
2	Value and Communication Trainings/Parent Liaison Trainings	3	45	Improve the ability of the staff to effectively with parents by providing examples of best practices on the value of parents and how to positively communicate with parents.
3	Parent Involvement Strategies	19	412	To provide knowledge of parent involvement best practices for increased parent participation.

Private School Summary

Provide a summary of the parental involvement activities provided during the 2011-2012 school year for private schools implementing a Title I, Part A program [Section 1120(a)(1)].

count	Content and Type	Number of	Schools	Anticipated Impact on Student
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	of Activity	Participants	Participating	Achievement
1	DLOPI Awareness for Parents	25	13	Provide one-on-one training to the Parent Liaison with a variety of activities of the model to train and involve parents at the school level.
2	Parent resources and assistance meeting	13	10	Provide a variety of parent resources and assistance for the parent liaison to share with parents.
3	Parent Involvement resources	65	13	Provide a variety of parent resources and assistance for the parent liaison to share with parents to assist their children.
4	School visits and telephone with parent resources	750	13	Assisted principals with resources for increased parent participation.

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the 2012-2013 school year. Include the steps the LEA will take during the 2013-2014 school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Translations for more documents for our Hispanic population to include translators for meetings and translating machines.	Secure translators, technology, and interpreters.
2	Lack of school level workshops for ESE.	Include workshops for ESE parents and teachers in the SIP.

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the 2012-2013 school year the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1	Increasing Parent Participation	Trained and shared the components of the DLOPI program with new hires and school staff to assist students and parents.
2	Effective Communication	Usage of the Parent Link communication system for parents.

RubSmith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11b

DATE OF SCHOOL BOARD MEETING: October 22, 2013

TITLE OF AGENDA ITEM: Gadsden County Controlled Open Enrollment Plan

DIVISION: Parent Services

PURPOSE AND SUMMARY OF ITEM:

School Board approval is needed for the Gadsden County Controlled Open Enrollment Plan. Gadsden County School District has open enrollment options for parents to choose a school outside their normally zoned neighborhood school. Information about school choice and special programs is provided annually to the community through parent communication links, listservs, school mail-outs and back pack disseminations, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.

Open enrollment options include school choice for grandfathering, sibling support, construction, over/under capacity schools, school safety, and other parent hardships. In all cases, applications for school choice are available at all public schools, the Parent Resource Center, on the district website, or by mail or fax as requested. The form provides instructions, information, and contact information for questions and support.

AMOUNT: N/A

PREPARED BY: Sherrie Taylor

POSITION: Coordinator for Parent Services

POSITION: Coordinator – Communities In Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered – Approval letter with superintendent's signature.

CHAIRMAN'S SIGNATURE: page(s) numbered N/A

This form is to be duplicated on light blue paper.

2013 OCT 15 11:33 AM
GADSDEN COUNTY SCHOOLS
COMMUNITY SERVICES

Gadsden County Controlled Open Enrollment Plan 2013-2014

Contact Information

First Name: Sherrie

Last Name: Taylor

Position Title: School Choice & Parent Resource Coordinator

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E-mail: taylorsh@gcpsmail.com

Enrollment Plan Link: www.gcps.k12.fl.us

Open Enrollment Policies

1. Application Process

Gadsden County School District has open enrollment options for parents to choose a school outside their normally zoned neighborhood school. Information about school choice and special programs is provided annually to the community through parent communication links, listservs, school mail-outs and back pack disseminations, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.

Open enrollment options include school choice for grandfathering, sibling support, construction, over/under capacity schools, school safety, and other parent hardships. In all cases, applications for school choice are available at all public schools, the Parent Resource Center, on the district website, or by mail or fax as requested. The form provides instructions, information, and contact information for questions and support.

Applications are processed by the Parent Resource Center. Applications for magnet and special programs are evaluated at the individual school level in accordance with each program's admissions criteria. Applications for other choice options are evaluated by the Parent Resource Center and the Superintendent or Deputy Superintendent, taking into consideration any hardships that may need to be accommodated. The Parent Resource Center then updates the student information system. A notification letter responding to a school choice application is sent to parents as soon as possible, including an appeal process in the case of a denial for reassignment based on hardship. Parents with an approved school choice request are directed to the new school to proceed with student enrollment.

2. Process for Declaring School Preference

Gadsden County School Choice options are available on our website www.gcps.k12.fl.us. Applications can be downloaded from the web or picked up at any Gadsden County School, at the district office, or at the Parent Resource Center.

Additional applications may be required by special programs. Admission is based on program requirements, district-wide capacity, class size, principal agreement at the sending and receiving school, and may also be based on date the completed application is received.

Gadsden County choice programs include S.T.E.M. Academies (East Gadsden High School), Information Technology Academies (East Gadsden High, West Gadsden High, Carter -Parramore Academy, and James A. Shanks Middle), Culinary Academies (East Gadsden and West Gadsden High School), Law Enforcement Academies (East Gadsden High) , Health Academies (East Gadsden High), Biotechnology Programs (George W. Munroe Elementary, Havana Middle School, and East Gadsden High School), Gadsden Magnet Elementary Arts and Sciences School, Carter-Parramore Alternative School, HOPE Academy for second chance students, Gadsden Central Academy ESE Center, Crossroad Charter School, dual enrollment (East Gadsden High, West Gadsden High and Carter -Parramore Academy), Advanced Placement (East Gadsden High and West Gadsden High), Laptop Initiative Technology Schools (St. John, Chattahoochee, George W. Munroe, and Greensboro Elementary Schools), Highest Performing Schools (Stewart Street Elementary, Gretna, GEMS, Crossroad, Greensboro Elementary), Gadsden Technical Institute (secondary and postsecondary career education programs), and the newest preK8 magnet school opening in 2014 that includes Havana Elementary and Havana Middle Schools. Other Options include Gadsden Virtual and Home Education.

Parents also have the opportunity to declare school preference throughout the year for other reasons, including sibling support, grandfathering, schools under capacity, choice based on construction, for district employees, hardships, and other special assignments. Per District School Policy 5120, Assignment Within District, a student may be permitted to attend a school other than the school serving the parents' residential area by completing a Request for Out-of-Zone Assignment Form and submitting the form for the approval or disapproval of the Principal.

3. Process that Encourages Placement of Siblings within the Same School

Students who have siblings enrolled at a school other than their home zone school may apply for reassignment to that same school based on sibling support. GCPS understands the importance of keeping brothers and sisters together and encourages parental involvement.

Per District School Board Policy 5120, Assignment Within District, the parent of siblings who are assigned to the same grade level and school may request that the school place the siblings in the same classroom or in separate classrooms. This request must be made no later than five (5) days before the first day of school each school year or five (5) days after the first day of attendance of the students if the students are enrolled in school after the school year commences. The school is not required to meet the request if there is factual evidence indicating a specific placement is better for the student than that requested by the parent.

The sibling must be attending the school the same year as the requested reassignment. Students assigned for sibling support may remain at the assigned school until they change grade levels. On the school choice form parents identify "sibling support" and provide the name of the sibling who is at the school that the parent wants to be reassigned. The parent must obtain signatures from the home zone school and the requested choice school, unless otherwise approved by the Superintendent or Deputy Superintendent. There is no deadline to submit this form.

4. No Child Left Behind Act Options

Per District School Board Policy 5113, School of Choice Options Provided by the No Child Left Behind Act, the School Board acknowledges that the Federal No Child Left Behind Act of 2001 ("NCLBA") provides that the parents of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school

that provides instruction at the student's grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the district offering instruction at the student's grade level(s) that has not been identified as needing improvement, the Superintendent shall contact the neighboring counties and request that they permit students to transfer to a school in one (1) of those counties. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the district is not possible. With Florida's waiver of this provision under the Elementary and Secondary Education Act, the requirements of this option have been waived and school choice for students in Title I schools remain the same as for all students in the district.

Additionally, students attending a "persistently dangerous" school, as defined by State law, have the right to transfer to another "safe" school in the district. If there is not another "safe" school in the district providing instruction at the student's grade level(s), the Superintendent shall contact neighboring counties and request that they permit students to transfer to a school in one (1) of those counties.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the district providing instruction at the student's grade level, the Superintendent shall contact neighboring counties and request that they permit that student to transfer to a school in one (1) of those counties providing instruction at the student's grade level.

The Superintendent shall develop, and revise as necessary, administrative procedures necessary to implement this policy. Furthermore, the Board authorizes such transfers in accordance with the administrative procedures. Children who transfer in accordance with this policy are permitted to remain at the school of transfer until completing the highest grade at the school.

5. Lottery Procedure to Determine Student Assignment

Gadsden County School District does not have a lottery procedure to determine student assignment. Applications for choice schools and special programs are evaluated at the individual school level in accordance with each program's admissions criteria. Students are admitted to the program according to the available capacity in each program.

In the case of too many requests for available slots in a special program or choice school, the district reserves the right to hold a lottery to determine admissions. The lottery would take into account District School Board Policy 5120, Assignment Within District, in order to prevent the loss of more than 5% enrollment at any one school.

6. Appeals Process for Hardship Cases

Students may be allowed to attend a school other than their home zone school based on documented economic or medical hardship, or other documented reason as approved by the Superintendent or Deputy Superintendent. A reassignment form must be completed, signed by both school administrators and submitted to the Parent Resource Center for review.

A hardship is defined as documented economic or medical factors that are beyond the student's and parent's/guardian's control that have a negative impact on the student's educational process, safety, mental health or physical well-being. Upon receipt of a hardship reassignment request, the

Superintendent or his/her designee shall afford the parent/guardian or student an opportunity to be heard and to present such evidence as may be appropriate.

Thereafter, the Superintendent shall make his/her recommendations to the Board for such action as the Board may deem appropriate. The Superintendent shall furnish the parent/guardian or student a copy of his/her recommendation to the Board.

If the parent/guardian or student wishes to appeal the recommendation of the Superintendent they must submit a detailed statement specifying the basis for the disagreement to the Superintendent within ten (10) working days of receipt of the recommendation. If the Superintendent denies the reassignment appeal, the parent/guardian may appeal the decision to the Board at the next Board meeting. The parent/guardian must register for an appeal through the Board secretary prior to the meeting. The Superintendent shall permit the student to remain at the current school until a decision is made by the Board.

7. Procedures to Maintain Socioeconomic, Demographic, and Racial Balance

Gadsden County School District provides equal opportunity for school choice to all students in the district regardless of race, ethnicity or socioeconomic status. In order to ensure that participation in school choice supports socioeconomic, demographic and racial balance, GCPS annually evaluates participation by race and free and reduced lunch eligibility and makes changes accordingly.

Per District School Board Policy 5120, Assignment Within the District, any student whose legal residence is outside the boundaries of the county may not be enrolled in any district school without the recommendation of the Superintendent and the approval of the Board, except under the provisions of Florida Statutes.

No student shall be permitted to cross district lines for the purpose of attending school in the school district or outside the school district, except under a written agreement as provided in Florida Statutes. Any such agreement between the Board and any other Florida school district shall be duly recorded in the official Board minutes. Such transfers shall be on a non-discriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.

- A. The assigned school for an out-of-district student shall be designated on the basis of space available. Such assignment shall not occur after the February FTE (full-time equivalency) count, except under the provisions of the contract with another district school system or upon recommendation of the Superintendent and approval of the Board.
- B. The Board shall specify conditions for admitting students from other Florida school districts.

Any student(s), who has been attending a school that has been designated with a grade of "D" or "F" failing to make adequate progress for two (2) school years in a four (4) year period, may choose to attend a higher performing school in the district or an adjoining district consistent with Florida Statutes and State Board of Education rule.

Pursuant to District School Board Policy 5111.01, Homeless Students, any child in Gadsden County whose primary nighttime residence is in a supervised publicly or privately operated shelter for temporary accommodations, or in a public or private place not designated for, or ordinarily used for, continuing human habitation, shall be entitled to enrollment in the district at their school of choice.

8. Availability of Transportation

It is the responsibility of the parent/guardian to provide transportation if they chose and are approved to attend a school other than their home zone. Transportation can be arranged by contacting Gadsden County's Transportation Department to coordinate this. Transportation is available to approved school choice students on any existing route serving a school and to selected choice programs.

9. Process for Promoting Strong Parental Involvement, Including the Designation of a Parent Liaison

Encouraging and promoting strong parental involvement is a priority of every school and department throughout Gadsden County. Throughout the district, there are parent liaisons, community liaisons, graduation coaches, guidance counselors and others in positions to strengthen parental involvement. The district does not have specific parental involvement requirements, however individual programs at the schools may require parent participation. In an attempt to encourage parent involvement and in accordance with district policy, any school choice or reassignment can be revoked for a violation of student attendance or discipline issues.

10. Strategy for Establishing an Information Clearinghouse

Gadsden County School District has a full-time, year-round Parent Resource Center that serves as a clearinghouse for information on school choice opportunities for students. In addition, each school disseminates information and promotes their programs. Information is provided to parents and to the community through parent communication links, listservs, school mail-outs and back pack disseminations, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.