

# AGENDA

## REGULAR SCHOOL BOARD MEETING

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

June 28, 2011

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS

### ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
  - a. May 17, 2011, 5:00 p.m. – School Board Workshop
  - b. May 24, 2011, 4:30 p.m. – School Board Workshop
  - c. May 24, 2011, 6:00 p.m. – Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)
  - a. Personnel 2010 – 2011

ACTION REQUESTED: The Superintendent recommends approval.

  - b. Personnel 2011 – 2012

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

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Thirty-Seven – **SEE PAGE #6**  
 Fund Source: Title I Part A  
 Amount: \$-0-  
 ACTION REQUESTED: The Superintendent recommends approval.
- c. Crossroad Academy Financial Reports for May, 2011 – **SEE PAGE #16**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- d. Payoff Bus Loan – **SEE PAGE #21**  
 Fund Source: 379 Capital Improvements  
 Amount: \$1,523,761.38  
 ACTION REQUESTED: The Superintendent recommends approval.
- e. School Board Truth In Millage (TRIM) Timetable – **SEE PAGE #25**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Kaylor Miles & Associates, Inc. - **SEE PAGE #27**  
 Fund Source: IDEA  
 Amount: \$71,500.00 (est.)  
 ACTION REQUESTED: The Superintendent recommends approval.
- b. Health Department Report for 2010 – 2011 – **SEE PAGE #32**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- c. Honeywell Energy Cost Avoidance Report – **SEE PAGE #56**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- d. Contractual Service Agreement Between Tallahassee Community College and the Gadsden County Schools in Support of Adult Education Career Pathways for Gadsden County – **SEE PAGE #87**  
 Fund Source: 420  
 Amount: \$64,595.00  
 ACTION REQUESTED: The Superintendent recommends approval.

- e. PAEC Migrant Education Summer School – **SEE PAGE #106**  
Fund Source: General Fund  
Amount: +\$36,000.00  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Insurance Committee Recommendations – **SEE PAGE #111**  
Fund Source: Employee’s Gross Wages  
Amount: MidAmerica – Mandatory at end of employment  
Donation Deductions Selected by Employees  
ACTION REQUESTED: The Superintendent recommends approval.
- g. Health Insurance Contracts for 2011 – 2012 – **SEE PAGE #116**  
Fund Source: All Funds with Payroll  
Amount: 5.2% increase in premiums split 50% employee/employer  
ACTION REQUESTED: The Superintendent recommends approval.
- h. Continuation of Solid Waste Collection Agreement with Waste Pro  
**SEE PAGE #118**  
Fund Source: 110  
Amount: \$80,733.84  
ACTION REQUESTED: The Superintendent recommends approval.
- i. Continuation of L.P. Gas Service With Empire Gas – **SEE PAGE #121**  
Fund Source: 110  
Amount: \$110,439.48  
ACTION REQUESTED: The Superintendent recommends approval.
- j. Continuation of Lawn/Grounds Maintenance Contracts – **SEE PAGE #123**  
Fund Source: 110  
Amount: \$99,270.98  
ACTION REQUESTED: The Superintendent recommends approval.
- k. Continuation of Lawn/Grounds Maintenance Agreement – **SEE PAGE #126**  
Fund Source: 110  
Amount: \$30,110.00  
ACTION REQUESTED: The Superintendent recommends approval.

9. BIDS

- a. 2011 Fuel Bid for 2011 – 2012 School Year – **SEE PAGE #129**  
Fund Source: Transportation Department  
Amount: \$900,000.00  
ACTION REQUESTED: The Superintendent recommends approval.
- b. Milk Bid – Bid #1112-01 – **SEE PAGE #131**  
Fund Source: 410  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
- c. Bread Bid – Bid #1112-02 – **SEE PAGE #134**  
Fund Source: 410  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
- d. Produce Bid – Bid #1112-03 – **SEE PAGE #137**  
Fund Source: 410  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
- e. Beverage Bid – Bid #1112-04 – **SEE PAGE #140**  
Fund Source: 410  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Chemical Bid – Bid #1112-05 – **SEE PAGE #143**  
Fund Source: 410  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.

10. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material  
Case #93-1011-0071  
ACTION REQUESTED: The Superintendent recommends approval.
- b. Student Expulsion – See back-up material  
Case #94-1011-0071  
ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #95-1011-0051

ACTION REQUESTED: The Superintendent recommends approval.

#### 11. SCHOOL FACILITY/PROPERTY

- a. Medical Physicals 2011 - 2012 – **SEE PAGE #146**

Fund Source: Transportation

Amount: \$7,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Re-roofing Project at Carter Parramore Academy – **SEE PAGE #151**

Fund Source: Capital Outlay

Amount: \$248,071.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Comprehensive Fire Prevention and Safety Inspection Reports  
**SEE PAGE #172**

Fund Source: 110

Amount: \$1,081.50

ACTION REQUESTED: The Superintendent recommends approval.

- d. Comprehensive Safety Inspection Reports – **SEE PAGE #207**

Fund Source: 110

Amount: \$10,913.83

ACTION REQUESTED: The Superintendent recommends approval.

#### ITEMS FOR DISCUSSION

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

- a. Discussion and Request to Advertise the Board's Intent to Amend School Board Policy 2.25 (subsection Code of Student Conduct) - **SEE PAGE #258**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

#### 13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

#### 14. SCHOOL BOARD REQUESTS AND CONCERNS

#### 15. ADJOURNMENT

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7b

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

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

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested to adjust Title I Part A to revised rank order in accordance with federal regulations pertaining to grade span.

**FUND SOURCE:** Title I Part A

**AMOUNT:** \$ -0-

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

Fiscal Year 2010-2011  
 Title I Set Asides or Reserves  
 Not allocated to Schools in Rank Order  
 Excludes the Choice with Transportation Award of approximately \$623,214

Description	Project Number	\$ Value	
Administration	4221210	623,793	Note 1
Pre-Kindergarten	4221213	324,208	
Professional Dev. 10% Set aside	4221215	299,652	
Parental Involvement	4221212	175,241	
Highly Qualified Teachers	4221215	88,169	
Homeless	4221214	10,000	
District-Wide Activities	4221216	350,902	

**Total not allocated to schools** **1,871,965** Follow this amount to the next worksheet.

Note 1: The total budget for Project 4221210 includes this amount and the amount allocated to the schools pursuant to the Title I Part A Basic Rank and Serve requirement.  
 See Grade Span Allocation Worksheet

Fiscal Year 2010-2011  
Title I Awards  
Allocable to Schools

Awards	
9/2/2010 Initial	735,268
10/4/2010 amendment	1,583,222
Approved Roll Forward	1,639,041
Total available (11/8/2010)	3,957,531
Total Not Allocated	1,871,965
Allocable to Schools	2,085,566



Fiscal Year 2010-2011  
 Title I Part A Basic Awards  
 Allocated to Schools

Center School	Type	FRPL #	FRPL %	Rank	PPA	Allocation	Obligations	Balance
0201 Stewart Street	E	506	98.25	1	490.00	247,940.00	110,232.20	137,707.80
0191 St John	E	300	94.64	2	490.00	147,000.00	52,870.29	94,129.71
0151 Chattahoochee	E	191	94.09	3	490.00	93,590.00	72,348.84	21,241.16
0231 Carter Parramore	Com(pk-12)	190	94.06	4	490.00	93,100.00	92,992.07	107.93
0041 George Monroe	E	585	93.90	5	440.00	257,400.00	175,452.65	81,947.35
0141 Greensboro	E	313	92.33	6	440.00	137,720.00	79,834.79	57,885.21
0211 Shanks	M	516	92.14	7	440.00	227,040.00	210,621.12	16,418.88
0171 Gretna	E	244	90.71	8	440.00	107,360.00	87,644.17	19,715.83
0091 Havana	E	439	90.14	9	440.00	193,160.00	95,459.34	97,700.66
0051 West Gadsden	H+ (6-8)	332	88.06	10	440.00	146,080.00	145,493.58	586.42
9104 Crossroad	C (pk-8)	236	85.51	11	406.00	95,816.00	68,208.36	27,607.64
0071 East Gadsden	H	495	85.20	12	406.00	200,970.00	200,832.81	137.19
0061 Havana	M	156	84.78	13	250.00	39,000.00	35,515.52	3,484.48
9099 Tallavana Christi	P	81	Targeted	n/a	490.00	39,690.00	18,593.74	21,096.26
2218 Metropolitan	P	35	Targeted	n/a	440.00	15,400.00	7,185.57	8,214.43
4288 Community Learning Center	P	80	Targeted	n/a	490.00	39,200.00	0.00	39,200.00
Innovation School of Excellence	P	12		Leon	425.00	5,100.00	0.00	5,100.00
<b>Total Low Income in Participating Schools</b>		<b>4711</b>				<b>2,085,566.00</b>	1,453,382.43	632,280.95
<b>Total Funds Allocated</b>							97.38	
<b>Schools with no allocation</b>								
9102 Hope Academy	Com	9		Code E				
9106 Gadsden Central Academy	Com(5-12)	18		Code E				
9108 Drop Back In	Com	8		Code E				
0101 Gadsden Elementary Magnet	E	86		Code I				
<b>Total Low Income in Non-participating Schools</b>		<b>121</b>						
<b>Total Low Income</b>		<b>4832</b>						
Total Funds Allocated								
Total Funds to be Allocated						2,085,566.00		

Title I, Part A, Basic Award

Set asides:

Administration	623,793.00
Pre-Kindergarten	324,208.00
Professional Dev. 10% Set aside	299,652.00
Parental Involvement	175,241.00
Highly Qualified Teachers	88,169.00
Homeless	10,000.00
District-Wide Activities	350,902.00
<b>Total Set Aside (not allocated)</b>	<b>1,871,965.00</b>
<b>Total Part A Basic Budgeted</b>	<b>3,957,531.00</b>

Legend:

FRPL - Free and Reduced Price Lunch  
 PPA - Per Pupil Allocation  
 PSES - Public School Eligibility Survey  
 Code E - Skipped  
 Code I - Ineligible

Com - Combination School  
 E - Elementary School  
 M - Middle School  
 H - High School  
 C - Charter  
 + - Normal grades plus others

Reconciliation to PSES count:

Total from above	4832
Less Private Schools	-196
Less served by Leon County	-12
Count per PSES	4624

Center	Function	Obj	Budget	Amendment ?	Amended Budget	Obligations	Balance
41	5100	150	30,655.21	-10,655.21	20,000.00	16,472.89	3,527.11
41	5100	210	3,301.54	1,698.46	5,000.00	1,774.12	3,225.88
41	5100	220	2,204.54	2,795.46	5,000.00	1,112.54	3,887.46
41	5100	230	6,912.35	1,087.65	8,000.00	3,823.18	4,176.82
41	5100	232	140.16	59.84	200.00	77.52	122.48
41	5100	240	147.12	52.88	200.00	79.05	120.95
41	5100	360	145,977.94	-45,977.94	100,000.00	83,940.74	16,059.26
41	5100	510	78,767.81	21,232.19	100,000.00	52,997.46	47,002.54
41	6200	643	0.00	15,000.00	15,000.00	13,341.33	1,658.67
41	6400	122	2,789.51	210.49	3,000.00	1,542.86	1,457.14
41	6400	210	34.28	215.72	250.00	18.96	231.04
41	6400	220	198.19	51.81	250.00	109.62	140.38
41	6400	240	13.36	236.64	250.00	7.39	242.61
41	6400	330	0.00	250.00	250.00	154.99	95.01
			<b>271,142.01</b>	<b>-13,742.01</b>	<b>257,400.00</b>	<b>175,452.65</b>	<b>81,947.35</b>
51	5100	150	34,360.59	-14,160.59	20,200.00	20,263.57	-63.57
51	5100	210	3,700.68	-1,500.68	2,200.00	2,182.44	17.56
51	5100	220	2,556.73	-1,056.73	1,500.00	1,462.60	37.40
51	5100	230	363.11	-163.11	200.00	214.14	-14.14
51	5100	232	160.24	-60.24	100.00	94.50	5.50
51	5100	240	164.97	-64.97	100.00	97.32	2.68
51	5100	360	91,662.86	-35,462.86	56,200.00	56,179.86	20.14
51	5100	510	2,373.96	3,006.04	5,380.00	5,135.67	244.33
51	5100	643	84,784.16	-34,784.16	50,000.00	50,000.00	0.00
51	6200	643	0.00	9,000.00	9,000.00	8,848.84	151.16
51	6300	643	1,118.56	-318.56	800.00	659.65	140.35
51	6400	330	0.00	200.00	200.00	154.99	45.01
51	6400	730	339.14	-139.14	200.00	200.00	0.00
			<b>221,585.00</b>	<b>-75,505.00</b>	<b>146,080.00</b>	<b>145,493.58</b>	<b>586.42</b>
61	5100	360	65,200.53	-40,200.53	25,000.00	24,490.17	509.83
61	5100	510	2,323.56	3,676.44	6,000.00	5,466.09	533.91
61	6200	643	0.00	4,000.00	4,000.00	3,831.26	168.74
61	8200	643	4,779.90	-779.90	4,000.00	1,728.00	2,272.00
			<b>72,303.99</b>	<b>-33,303.99</b>	<b>39,000.00</b>	<b>35,515.52</b>	<b>3,484.48</b>
71	5100	150	33,318.22	-15,818.22	17,500.00	17,524.20	-24.20
71	5100	210	3,588.38	-1,588.38	2,000.00	1,887.36	112.64
71	5100	220	2,417.98	-1,217.98	1,200.00	1,203.59	-3.59
71	5100	230	7,676.03	-3,676.03	4,000.00	4,037.32	-37.32
71	5100	232	153.66	-53.66	100.00	80.82	19.18
71	5100	240	159.93	-59.93	100.00	84.12	15.88
71	5100	360	154,360.79	-69,360.79	85,000.00	85,173.48	-173.48
71	5100	510	5,771.02	4,228.98	10,000.00	9,617.99	382.01
71	5100	643	119,086.09	-56,786.09	62,300.00	62,635.05	-335.05
71	6200	510	899.60	-429.60	470.00	473.16	-3.16
71	6200	643	0.00	16,600.00	16,600.00	16,608.59	-8.59
71	6300	643	2,546.37	-1,346.37	1,200.00	1,069.35	130.65
71	6400	330	397.92	102.08	500.00	437.78	62.22

Center	Function	Obj	Budget	Amendment ?	Amended Budget	Obligations	Balance
			<b>330,375.99</b>	<b>-129,405.99</b>	<b>200,970.00</b>	<b>200,832.81</b>	<b>137.19</b>
91	5100	360	159,119.64	-29,119.64	130,000.00	63,748.87	66,251.13
91	5100	510	39,043.38	-4,043.38	35,000.00	18,529.02	16,470.98
91	6200	643	0.00	20,000.00	20,000.00	11,143.70	8,856.30
91	6400	122	670.37	119.63	790.00	257.31	532.69
91	6400	210	82.12	707.88	790.00	31.52	758.48
91	6400	220	51.27	738.73	790.00	19.68	770.32
91	6400	240	3.23	786.77	790.00	1.24	788.76
91	8200	643	4,501.99	498.01	5,000.00	1,728.00	3,272.00
			<b>203,472.00</b>	<b>-10,312.00</b>	<b>193,160.00</b>	<b>95,459.34</b>	<b>97,700.66</b>
141	5100	120	47,129.82	2,870.18	50,000.00	0.00	50,000.00
141	5100	140	255.45	244.55	500.00	228.40	271.60
141	5100	210	5,075.93	-4,955.93	120.00	0.00	120.00
141	5100	220	3,454.13	-3,354.13	100.00	17.48	82.52
141	5100	230	5,910.71	-5,810.71	100.00	0.00	100.00
141	5100	232	203.98	-103.98	100.00	0.00	100.00
141	5100	240	227.45	-127.45	100.00	1.09	98.91
141	5100	360	64,169.75	-19,169.75	45,000.00	45,934.42	-934.42
141	5100	510	3,628.45	16,371.55	20,000.00	15,396.70	4,603.30
141	6200	643	0.00	10,000.00	10,000.00	7,954.23	2,045.77
141	6400	120	11,532.85	-3,532.85	8,000.00	7,912.50	87.50
141	6400	122	254.68	245.32	500.00	174.73	325.27
141	6400	210	1,269.52	-69.52	1,200.00	871.00	329.00
141	6400	220	875.87	-75.87	800.00	600.92	199.08
141	6400	230	963.35	-163.35	800.00	660.94	139.06
141	6400	232	63.49	136.51	200.00	43.56	156.44
141	6400	240	56.58	143.42	200.00	38.82	161.18
			<b>145,072.01</b>	<b>-7,352.01</b>	<b>137,720.00</b>	<b>79,834.79</b>	<b>57,885.21</b>
151	5100	360	36,365.04	224.96	36,590.00	27,831.78	8,758.22
151	5100	510	44,504.18	495.82	45,000.00	34,224.54	10,775.46
151	6200	643	0.00	6,000.00	6,000.00	4,667.52	1,332.48
151	6400	310	7,657.78	-1,657.78	6,000.00	5,625.00	375.00
			<b>88,527.00</b>	<b>5,063.00</b>	<b>93,590.00</b>	<b>72,348.84</b>	<b>21,241.16</b>
171	5100	360	56,778.51	-11,578.51	45,200.00	37,723.69	7,476.31
171	5100	510	7,947.65	8,212.35	16,160.00	14,852.15	1,307.85
171	6200	643	0.00	7,000.00	7,000.00	6,184.46	815.54
171	6400	122	299.29	700.71	1,000.00	181.80	818.20
171	6400	130	38,113.50	-13,113.50	25,000.00	23,151.80	1,848.20
171	6400	210	1,198.12	-198.12	1,000.00	276.57	723.43
171	6400	220	2,879.79	120.21	3,000.00	1,704.86	1,295.14
171	6400	230	5,529.40	1,470.60	7,000.00	3,358.80	3,641.20
171	6400	232	161.35	838.65	1,000.00	98.01	901.99
171	6400	240	184.40	815.60	1,000.00	112.03	887.97
			<b>113,092.01</b>	<b>-5,732.01</b>	<b>107,360.00</b>	<b>87,644.17</b>	<b>19,715.83</b>
191	5100	360	138,340.58	-38,340.58	100,000.00	43,527.56	56,472.44

Center	Function	Obj	Budget	Amendment ?	Amended Budget	Obligations	Balance
191	5100	510	0.00	30,000.00	30,000.00	2,438.55	27,561.45
191	6200	643	0.00	15,000.00	15,000.00	6,690.11	8,309.89
191	6400	122	594.15	-94.15	500.00	180.05	319.95
191	6400	210	63.99	436.01	500.00	19.39	480.61
191	6400	220	45.44	454.56	500.00	13.77	486.23
191	6400	240	2.84	497.16	500.00	0.86	499.14
			<b>139,047.00</b>	<b>7,953.00</b>	<b>147,000.00</b>	<b>52,870.29</b>	<b>94,129.71</b>
201	5100	158	711.78	4,288.22	5,000.00	278.86	4,721.14
201	5100	210	76.65	903.35	980.00	30.03	949.97
201	5100	220	54.44	925.56	980.00	21.33	958.67
201	5100	240	3.42	976.58	980.00	1.34	978.66
201	5100	360	178,033.66	1,966.34	180,000.00	72,535.18	107,464.82
201	5100	510	22,754.03	-2,754.03	20,000.00	12,868.71	7,131.29
201	5100	644	32,892.00	-12,892.00	20,000.00	12,886.29	7,113.71
201	6200	643	0.00	20,000.00	20,000.00	11,610.46	8,389.54
			<b>234,525.98</b>	<b>13,414.02</b>	<b>247,940.00</b>	<b>110,232.20</b>	<b>137,707.80</b>
211	5100	120	57,135.08	-31,135.08	26,000.00	25,802.98	197.02
211	5100	140	1,018.87	-18.87	1,000.00	859.57	140.43
211	5100	150	29,324.34	-9,324.34	20,000.00	18,196.62	1,803.38
211	5100	210	9,311.74	-4,311.74	5,000.00	4,738.83	261.17
211	5100	220	6,434.12	-1,434.12	5,000.00	3,175.08	1,824.92
211	5100	230	13,041.38	-5,041.38	8,000.00	7,748.57	251.43
211	5100	232	382.71	617.29	1,000.00	212.50	787.50
211	5100	240	419.92	580.08	1,000.00	202.77	797.23
211	5100	360	119,063.26	-39,063.26	80,000.00	76,514.17	3,485.83
211	5100	390	0.00	1,000.00	1,000.00	620.10	379.90
211	5100	510	2,932.98	12,067.02	15,000.00	12,092.71	2,907.29
211	5100	644	0.00	2,000.00	2,000.00	1,438.62	561.38
211	6200	510	96.61	3.39	100.00	59.95	40.05
211	6200	643	0.00	12,000.00	12,000.00	10,968.67	1,031.33
211	6400	130	0.00	37,440.00	37,440.00	36,933.52	506.48
211	6400	140	0.00	100.00	100.00	57.04	42.96
211	6400	210	0.00	4,000.00	4,000.00	3,977.73	22.27
211	6400	220	0.00	3,000.00	3,000.00	2,632.57	367.43
211	6400	230	0.00	5,000.00	5,000.00	4,055.24	944.76
211	6400	232	0.00	200.00	200.00	156.36	43.64
211	6400	240	0.00	200.00	200.00	177.52	22.48
			<b>239,161.01</b>	<b>-12,121.01</b>	<b>227,040.00</b>	<b>210,621.12</b>	<b>16,418.88</b>
231	5100	360	82,928.01	-26,928.01	56,000.00	56,230.85	-230.85
231	5100	510	4,517.61	14,482.39	19,000.00	18,692.74	307.26
231	5100	643	0.00	12,000.00	12,000.00	12,591.00	-591.00
231	6200	643	0.00	5,000.00	5,000.00	5,017.58	-17.58
231	6400	330	316.12	183.88	500.00	222.00	278.00
231	6400	730	301.26	298.74	600.00	237.90	362.10
			<b>88,063.00</b>	<b>5,037.00</b>	<b>93,100.00</b>	<b>92,992.07</b>	<b>107.93</b>
575	5100	510	0.00	0.00	0.00	61.42	-61.42

Center	Function	Obj	Budget	Amendment ?	Amended Budget	Obligations	Balance
575	6150	510	0.00	0.00	0.00	35.96	-35.96
			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>97.38</b>	<b>-97.38</b>
2218	5100	126	7,654.84	345.16	8,000.00	3,682.50	4,317.50
2218	5100	210	824.41	-324.41	500.00	396.60	103.40
2218	5100	220	585.63	-85.63	500.00	281.73	218.27
2218	5100	240	36.71	363.29	400.00	17.68	382.32
2218	5100	510	7,120.42	-4,120.42	3,000.00	1,507.06	1,492.94
2218	6150	310	0.00	3,000.00	3,000.00	1,300.00	1,700.00
			<b>16,222.01</b>	<b>-822.01</b>	<b>15,400.00</b>	<b>7,185.57</b>	<b>8,214.43</b>
4288	5100	330	12,976.91	223.09	13,200.00	0.00	13,200.00
4288	5100	510	24,100.09	1,899.91	26,000.00	0.00	26,000.00
			<b>37,077.00</b>	<b>2,123.00</b>	<b>39,200.00</b>	<b>0.00</b>	<b>39,200.00</b>
9104	5100	360	109,384.00	-78,384.00	31,000.00	4,987.79	26,012.21
9104	5100	510	0.00	816.00	816.00	677.89	138.11
9104	6200	643	0.00	7,000.00	7,000.00	5,542.68	1,457.32
9104	7900	370	0.00	57,000.00	57,000.00	57,000.00	0.00
			<b>109,384.00</b>	<b>-13,568.00</b>	<b>95,816.00</b>	<b>68,208.36</b>	<b>27,607.64</b>
9099	5100	126	19,106.34	2,893.66	22,000.00	13,110.00	8,890.00
9099	5100	128	6,473.58	526.42	7,000.00	803.00	6,197.00
9099	5100	158	693.31	306.69	1,000.00	86.00	914.00
9099	5100	210	2,057.68	942.32	3,000.00	1,411.93	1,588.07
9099	5100	220	1,461.68	1,538.32	3,000.00	1,002.92	1,997.08
9099	5100	240	91.74	598.26	690.00	62.94	627.06
9099	5100	510	7,658.66	-4,658.66	3,000.00	2,116.95	883.05
			<b>37,542.99</b>	<b>2,147.01</b>	<b>39,690.00</b>	<b>18,593.74</b>	<b>21,096.26</b>
3483	5100	330	0.00	1,700.00	1,700.00	0.00	1,700.00
3483	5100	510	0.00	3,400.00	3,400.00	0.00	3,400.00
			<b>0.00</b>	<b>5,100.00</b>	<b>5,100.00</b>	<b>0.00</b>	<b>5,100.00</b>
Centers totaled			<b>2,346,593.00</b>	<b>-261,027.00</b>	<b>2,085,566.00</b>	<b>1,453,382.43</b>	<b>632,183.57</b>
9001	5100	510	18,045.58	-45.58	18,000.00	8,045.58	9,954.42
9001	5100	643	34,849.50	-4,849.50	30,000.00	24,849.50	5,150.50
9001	6100	110	44,498.88	0.00	44,498.88	44,498.88	0.00
9001	6100	210	5,451.12	0.00	5,451.12	5,451.12	0.00
9001	6100	220	3,307.89	0.00	3,307.89	3,246.28	61.61
9001	6100	230	3,014.56	0.00	3,014.56	3,014.55	0.01
9001	6100	232	217.29	0.00	217.29	217.29	0.00
9001	6100	240	213.54	0.00	213.54	213.50	0.04
9001	6100	510	0.00	600.00	600.00	583.05	16.95
9001	6150	161	387.70	12.30	400.00	387.70	12.30
9001	6150	210	41.76	58.24	100.00	41.76	58.24
9001	6150	220	27.00	23.00	50.00	27.00	23.00
9001	6150	240	1.86	48.14	50.00	1.86	48.14

Center	Function	Obj	Budget	Amendment ?	Amended Budget	Obligations	Balance
9001	6150	510	495.00	105.00	600.00	587.75	12.25
9001	6200	310	37,240.00	-1,000.00	36,240.00	36,240.00	0.00
9001	6300	110	130,649.90	-4,649.90	126,000.00	125,649.90	350.10
9001	6300	130	108,045.42	-8,045.42	100,000.00	98,045.42	1,954.58
9001	6300	160	38,395.01	0.00	38,395.01	38,395.01	0.00
9001	6300	161	309.40	0.00	309.40	309.40	0.00
9001	6300	210	34,057.86	-3,857.86	30,200.00	29,057.84	1,142.16
9001	6300	220	21,371.73	0.00	21,371.73	18,939.22	2,432.51
9001	6300	230	19,978.95	-2,978.95	17,000.00	16,978.95	21.05
9001	6300	232	2,300.32	0.00	2,300.32	1,300.32	1,000.00
9001	6300	240	2,259.55	0.00	2,259.55	1,259.58	999.97
9001	6300	310	39,000.00	-12,840.00	26,160.00	25,300.00	860.00
9001	6300	330	6,140.06	0.00	6,140.06	4,404.17	1,735.89
9001	6300	370	2,159.44	0.00	2,159.44	1,159.44	1,000.00
9001	6300	510	12,296.40	203.60	12,500.00	7,716.37	4,783.63
9001	6300	643	2,466.62	0.00	2,466.62	1,985.31	481.31
9001	6300	644	806.13	2,193.87	3,000.00	2,908.05	91.95
9001	6300	730	0.00	3,000.00	3,000.00	2,525.00	475.00
9001	6400	161	189.81	0.00	189.81	189.81	0.00
9001	6400	210	20.44	0.00	20.44	20.44	0.00
9001	6400	220	13.28	0.00	13.28	13.28	0.00
9001	6400	240	0.91	0.00	0.91	0.91	0.00
9001	6400	330	1,277.99	3,722.01	5,000.00	4,875.11	124.89
9001	6400	370	540.84	0.00	540.84	40.84	500.00
9001	6400	510	6,444.82	-4,444.41	2,000.00	1,444.82	555.18
9001	6400	730	1,360.00	0.00	1,360.00	1,110.00	250.00
9001	6500	160	25,176.24	0.00	25,176.24	25,176.24	0.00
9001	6500	210	2,711.43	0.00	2,711.43	2,711.43	0.00
9001	6500	220	1,884.46	0.00	1,884.46	1,849.07	35.39
9001	6500	230	1,112.36	0.00	1,112.36	1,112.35	0.01
9001	6500	232	123.01	223.85	346.86	123.03	223.83
9001	6500	240	120.84	279.16	400.00	120.84	279.16
9001	7200	330	5,282.25	-4,282.25	1,000.00	282.25	717.75
9001	7200	370	2,029.86	0.00	2,029.86	840.32	1,189.54
9001	7200	642	5,501.10	0.00	5,501.10	4,001.10	1,500.00
9001	7200	730	1,975.30	-1,475.30	500.00	475.00	25.00
9001	7200	791	0.00	33,000.00	33,000.00	32,059.58	940.42
9001	7700	360	0.00	5,000.00	5,000.00	5,000.00	0.00
			<b>623,793.41</b>	<b>0.00</b>	<b>623,793.00</b>	<b>584,786.22</b>	<b>39,006.78</b>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7c

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** Crossroad Academy Financial Reports for May, 2011

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

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

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



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

As of May 31, 2011

	<u>May 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1112 · New Facility - CD CCBG	260,995.05
1114 · Premier - Revenue Op Acct	
1115 · PK Academy - Restricted	1,645.05
1117 · Cheerleaders - Restricted	4,561.20
1118 · PTO - Restricted	7,305.34
1119 · FBLA - Restricted	5,904.12
1120 · Classic Modeling - Restricted	1,991.95
1121 · Athletics - Restricted	6,627.86
1122 · Hospitality - Restricted	197.11
1123 · Inez M. Holt Library-Restricted	1,250.00
1124 · Journalism/Yearbook	148.00
1114 · Premier - Revenue Op Acct - Other	1,139,704.16
<b>Total 1114 · Premier - Revenue Op Acct</b>	<b>1,169,334.79</b>
1125 · Premier Bank-Debt Service Acct	
1125-1 · Capital Outlay Restricted	251,429.32
1125 · Premier Bank-Debt Service Acct - ...	-270.00
<b>Total 1125 · Premier Bank-Debt Service A...</b>	<b>251,159.32</b>
1126 · Premier Bank - Reserve Account	147,600.00
<b>Total Checking/Savings</b>	<b>1,829,089.16</b>
<b>Other Current Assets</b>	
1146 · Due from TOA	227.00
1230 · Prepaid Insurance	31,230.21
<b>Total Other Current Assets</b>	<b>31,457.21</b>
<b>Total Current Assets</b>	<b>1,860,546.37</b>
<b>Fixed Assets</b>	
1310 · Land	207,584.70
1320 · Building Improvements	9,075.00
1330 · School and Improvements	2,615,111.85
1339 · Accumulated Depreciation	-250,132.74
1340 · Computers & Equipments	164,590.77
1341 · Furniture and Equipment	46,693.00
1350 · Automobile/van	12,837.00
1360 · CIP - New School	538,374.36
<b>Total Fixed Assets</b>	<b>3,344,133.94</b>
<b>TOTAL ASSETS</b>	<b>5,204,680.31</b>

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

As of May 31, 2011

May 31, 11

**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**

2110 · Direct Deposit Liabilities	652.80
2112 · Accured Profit Sharing	11,962.00
2113 · Payroll Liabilities	7,612.90
2114 · Accured Payroll	-508.52
2115 · Unemployment Payable	753.64
2116 · Child Support	-788.49
2117 · Fica & Fed W/H	1,303.39
2120 · Accounts Payables	11,931.00
2150 · Retainage Payable	500.00
2200 · PK Academy	1,645.05
2201 · Parent Teach. Org. Account	7,305.34
2202 · CACS Cheerleaders	4,561.20
2203 · FBLA (Future Bus. Leader)	5,904.12
2205 · Classic Modeling Company	1,991.95
2206 · CACS Athletic Department	6,627.86
2207 · Staff Hospitality	197.11
2208 · Inez M. Holt Library/Media Cent	1,250.00
2209 · Journalism/Yearbook	148.00
2230 · Gadsden Co School Payables	
2231 · GCSB/Student Breakfast/Lunch	1,244.11

<b>Total 2230 · Gadsden Co School Payables</b>	<b>1,244.11</b>
--	-----------------

2312 · CIP - Loan 68750	-147,870.00
-------------------------	-------------

<b>Total Other Current Liabilities</b>	<b>-83,576.54</b>
--	-------------------

<b>Total Current Liabilities</b>	<b>-83,576.54</b>
----------------------------------	-------------------

**Long Term Liabilities**

2310 · RD Loan	2,304,493.14
----------------	--------------

<b>Total Long Term Liabilities</b>	<b>2,304,493.14</b>
------------------------------------	---------------------

<b>Total Liabilities</b>	<b>2,220,916.60</b>
--------------------------	---------------------

**Equity**

2760 · Retained Earnings	2,528,527.05
--------------------------	--------------

Net Income	455,236.66
------------	------------

<b>Total Equity</b>	<b>2,983,763.71</b>
---------------------	---------------------

<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,204,680.31</b>
---------------------------------------	---------------------

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Profit & Loss**

May 2011

May 11

<b>Income</b>	
3310 · FEFP Program	140,207.00
3397 · Capital Outlay	5,464.00
3440 · Other income/donations	2,201.69
3472 · PreK-Early Intervention Fees	3,185.00
3490 · Miscellaneous Sources	
3495-0 · PTO Athletics	1,123.00
3495-2 · Student Activity Fund	1,345.61
<b>Total 3490 · Miscellaneous Sources</b>	<u>2,468.61</u>
<b>Total Income</b>	<u>153,526.30</u>
<b>Gross Profit</b>	153,526.30
<b>Expense</b>	
5100-11 · PreK Expenses	
5100-1 · Other Admin Expense pk	15.95
5100-2 · Internet Services	89.95
5100-5 · Utilities	281.81
5100-6 · Supplies	41.57
5100-11 · PreK Expenses - Other	5,333.32
<b>Total 5100-11 · PreK Expenses</b>	<u>5,762.60</u>
5100-12 · Basic Fte/Clstrm Teachr	49,329.06
5100-13 · Classroom Paraprofessi	2,266.38
5100-22 · Er' SS Contribution	-1,127.81
5100-23 · EE' Group Insurance	19,526.40
5100-24 · Worker's Compensation	6,912.06
5100-25 · Unemployment Comp	146.41
5100-29 · Other Emp Benefits	1,130.00
5100-51 · Basic Fte/Supplies	460.96
5100-59 · Misc. Student Activity	86.70
6100-13 · Staff Support Personnel	3,364.73
6200-35 · Copier Service Costs	260.00
6400-65 · Transportation/Travel	1,800.00
7200-11 · Administration	6,250.00
7300-11 · Salary-School Principal	5,083.34
7300-13 · Support Personnel	2,583.34
7300-16 · Clerical Staff	
7300-1 · Salary - Receptionist	3,437.91
<b>Total 7300-16 · Clerical Staff</b>	<u>3,437.91</u>
7300-22 · FICA Contributions(Co)	6,278.12
7400-51 · Maintenance Supplies	181.37
7400-67 · New School Expenses	4,500.00
7500-31 · Bookkeeping Services	180.00
7500-73 · Bank Charges/Operating Fees	-29.50

2:28 PM

06/09/11

Cash Basis

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Profit & Loss**

May 2011

	<u>May 11</u>
<b>7600 · Food Services</b>	
7600-16 · Personnel	2,824.56
7600-66 · Vehicle	130.35
<b>Total 7600 · Food Services</b>	<u>2,954.91</u>
<b>7900-16 · Janitorial/Custodial</b>	2,150.00
<b>7900-35 · Maintenance</b>	1,600.00
<b>7900-36 · Rental Equipment</b>	0.00
<b>7900-37 · Telephone/internet service</b>	1,493.86
<b>7900-40 · Gargbage Collections</b>	290.14
<b>7900-43 · Elect/Energy Service</b>	1,683.08
<b>7900-51 · Janitorial/Maintenance Supplies</b>	496.94
<b>8100-35 · Repairs &amp; Maintenance</b>	160.00
<b>Total Expense</b>	<u>129,211.00</u>
<b>Net Income</b>	<u><u>24,315.30</u></u>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7d

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** Payoff of Bus Loan

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for payment of the balance due on the bus purchases. As shown on the attached balance sheet and the budget status summary, adequate revenues are available to make this payment.

**FUND:** 379 Capital Improvements

**AMOUNT:** \$1,523,761.38

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



June 22, 2011

School Board of Gadsden County  
35 Martin Luther King Jr. Blvd  
Quincy, FL 323521  
Re: Loan Number(s): 6678501550

Capital City Bank is in receipt of your request for payoff information for the above loan. Our records show the amount required to pay off your loan is as follows:

Loan # 6678501550	Principal \$1,498,082.52
	Interest \$25,678.86
	Total \$1,523,761.38

The above amount is good through June 30, 2011 and the following payoff includes the accrued interest due on the note. Please call me at 850-402-7743 should you need further assistance.

Sincerely

Ramsay Sims,  
Institutional Banking Manager

RPRT- F2B31  
 DIST- 20 GADSDEN COUNTY SCHOOLS  
 FUND- 379 CAPITAL IMPROVEMENTS 2010-11

TERMS - FINANCIAL INFORMATION SERIES  
 BUDGET STATUS SUMMARY  
 REQ-01 SEQ-S,E,O TOT-1 SRC-D

PROCESSED- 06/24/11 PAGE- 1  
 TIME- 10:53 FY- 11  
 MONTH- JUNE PRD- 12

NUMBER-----ACCOUNT-----DESCRIPTION	BUDGETED	--MTD---	--YTD---	COMMITTED	ENCUMBERED	-----BALANCE-----	
FUNC/OBJ		EXPENDED	EXPENDED			AMOUNT	PCT
7400 FACILITIES ACQ & CONSTRUCTIO							
641 FURN, FIXT, EQUIP-MORE THAN \$7	.00	1,685.00	2,695.00	.00	3,416.85	6,111.85-	
642 FURN, FIXT, EQUIP-LESS THAN \$7	.00	.00	24,218.34	.00	735.00	24,953.34-	
651 BUSES	2,092,536.00	.00	166,107.95	.00	13,625.04	1,912,803.01	91
671 CAPTLZD IMPRT OTHER THAN BLD	.00	24,678.34	69,355.16	.00	83,472.49	152,827.65-	
681 CAPITALIZ REMODEL & RENOVATI	1,555,648.46	11,656.74-	73,087.52	.00	.00	1,482,560.94	95
691 SOFTWARE-MORE THAN \$750	.00	.00	3,995.00	.00	.00	3,995.00-	
9700 TRANSFER OF FUNDS							
930 TRANSFERS TO CAPITAL PRO FUN	344,351.54	.00	344,351.54	.00	.00	.00	0
*	3,992,536.00	14,706.60	683,810.51	.00	101,249.38	3,207,476.11	80

		BEGINNING BALANCE	DEBITS	CREDITS	CURRENT BALANCE
ASSETS	1112 CASH-CAPITAL CITY	3,136,820.99	250,038.13	38,910.34	3,347,948.78
	1115 ACCTS PAYABLE CLEARING ACCT	.00	63,114.08	63,114.08	.00
	1143 CAPITAL IMPROVEMENT FUNDS	.00	24,203.74	24,203.74	.00
	1510 ESTIMATED REVENUE	3,992,536.00	.00	.00	3,992,536.00
	1520 ENCUMBRANCES	130,549.70	52,484.33	81,654.62	101,379.41
	1530 EXPENDITURES	669,103.91	38,910.34	24,203.74	683,810.51
	* TOTAL ASSETS AND OTHER DEBITS	7,929,010.60	428,750.62	232,086.52	8,125,674.70
LIABILITIES	2161 DUE TO GENERAL FUND	.00	.00	20,015.15	20,015.15
	2163 DUE TO CAPITAL PROJ. FUND	.00	.00	.00	.00
	2310 BUS LOAN	.00	.00	.00	.00
	2510 APPROPRIATIONS	3,992,536.00	.00	.00	3,992,536.00
	2520 REVENUE	3,805,924.90	.00	205,819.24	4,011,744.14
	2720 RESERVED FOR ENCUMBRANCES	130,549.70	81,654.62	52,484.33	101,379.41
	* TOTAL LIABILITIES	7,929,010.60	81,654.62	278,318.72	8,125,674.70



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7e

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

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

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

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

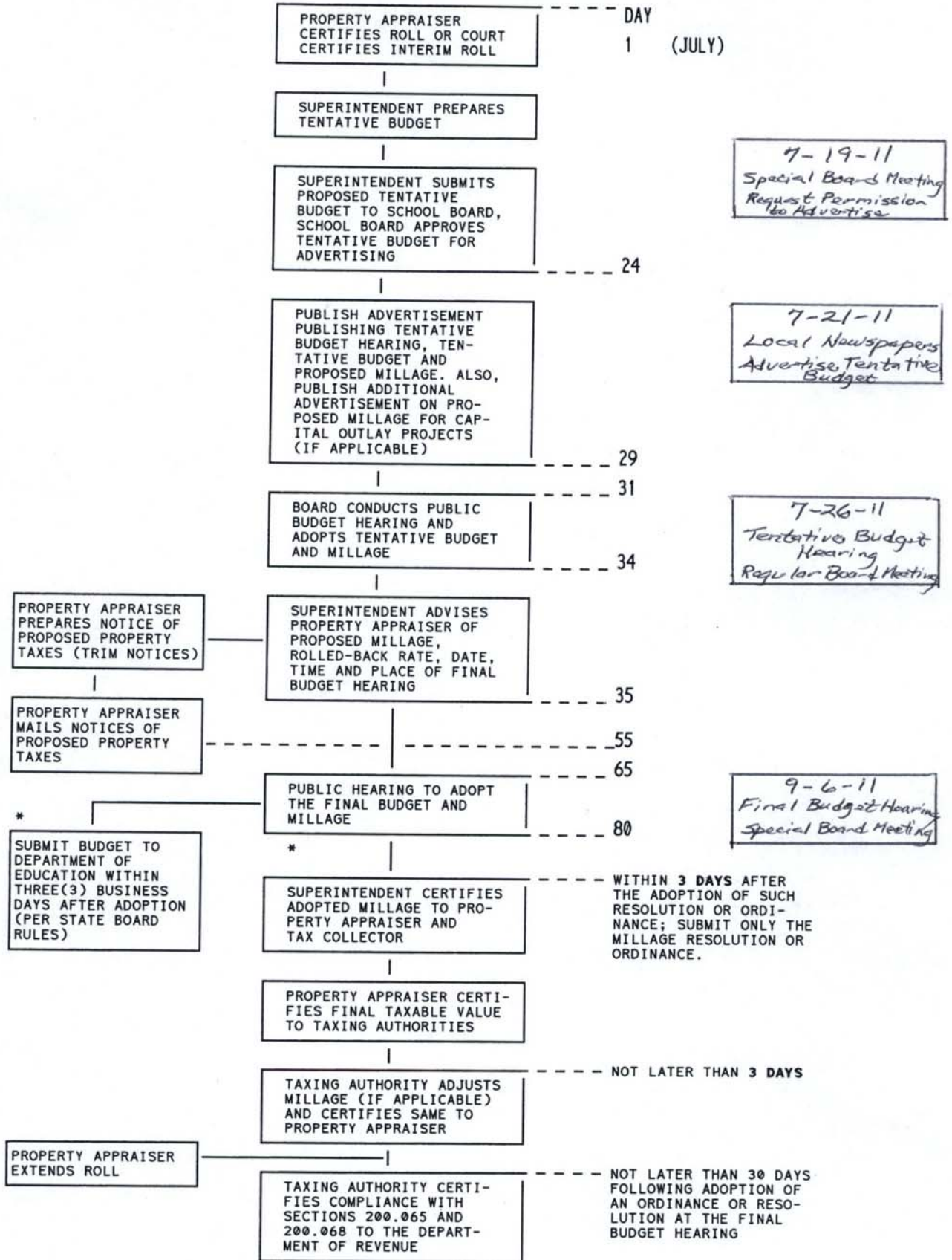
Board Meeting	July 19, 2011	Request Permission to Advertise Tentative Budget
Newspaper Ads	July 21, 2011	Advertise Tentative Budget
Board Meeting	July 26, 2011	Tentative Budget Hearing
Board Meeting	September 6, 2011	Final Budget Hearing and Superintendent's Annual Financial Report

See attached schedule.

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

# SCHOOL BOARD TRIM TIMETABLE



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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

Date of School Board Meeting: JUNE 28, 2011

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

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

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

FUND SOURCE: IDEA

AMOUNT: \$71,500.00(est.)

PREPARED BY: Sharon B. Thomas *SBT*  
POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

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

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for  
revised 0591

Proof read by: *Alab R Francis*

# Gadsden County School Board

A Proposal from

**Kaylor Miles & Associates, Inc.**

3473 Gardenview Way

Tallahassee, FL 32309

Submitted: June 13, 2011

## Introduction

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

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

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

## Proposal

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

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

I will also provide individual therapy and crisis intervention for Gadsden County students. Additionally I will utilize and supervise master's level interns in the human services field (i.e. mental health counseling, social work & counselor education) to provide these services. All interns are subject to criminal background screenings.

### Research Data

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

### Plan of Action

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

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

### Measuring Future Outcomes

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

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

### Compensation

I am available to provide the following services beginning July 2011 through June 2012 @ \$50.00 an hour:

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

*(This rate includes travel and mileage)*

## Compensation Breakdown

**Daily Rate - \$500**

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

**Hours Per Week – 30.00**

6.00 \_ On-Site Services

1.00 – Round Trip Travel

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

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

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

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

Individual & Group Counseling - \$61,500

Behavioral Assessments - \$10,000

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

Thank you for your consideration.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sharon B. Thomas, Director  
Exceptional Student Education

\_\_\_\_\_  
Date

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

BY: \_\_\_\_\_  
Roger P. Milton, CHAIRMAN

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

\_\_\_\_\_  
Date

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

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8b

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** Health Department Report for 2010-2011

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with the provisions of the contract between the School Board of Gadsden County and the Gadsden County Health Department, attached is a copy of the Comprehensive School Health Services by school for the 2010-2011 school year.

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>GADSDEN</b>						
<b>020HN6:James A. Shanks Middle School</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	15:30
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	108:20
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>123:50</b>
<b>27:HEALTHY START PRENATAL</b>						
<b>3103:ICCC:ATTEMPT TO CONTACT</b>						
	Unknown	13	0	0	0	0:00
<b>3114:ICCC:UNABLE TO LOCATE</b>						
	Unknown	1	0	0	0	0:00
<b>Program Total</b>		<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0:00</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	1,281:00
<b>0510:VISION SCREENING</b>						
	6th Grade	192	192	79	23	0:0
	7th Grade	2	2	2	0	0:0
<b>0515:HEARING SCREENING</b>						
	6th Grade	202	202	1	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	6th Grade	177	177	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	6th Grade	91	0	0	0	0:0
<b>0522:Growth &amp; Dev Screen: BMI Underweight</b>						
	6th Grade	7	0	7	0	0:0
<b>0523:Growth &amp; Dev Screen: BMI Overweight</b>						
	6th Grade	27	0	0	0	0:0
<b>0524:Growth &amp; Dev Screen: BMI Obese</b>						
	6th Grade	52	0	43	0	0:0
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	203	203	0	0	0:0
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	6th Grade	30	30	0	0	0:0
	7th Grade	17	17	0	0	0:0
	Unknown	94	78	0	0	0:0
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	661	0	0	0	0:0
<b>4050:LICENSED PRACTICAL NURSE ENCOUNTER</b>						
	Unknown	506	487	0	0	0:0
<b>5000:NURSING A/C</b>						
	Unknown	322	38	0	0	0:0
<b>5030:Medication Administration</b>						
	Unknown	497	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>						
	Unknown	142	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	65	0	0	0	0:0
	Unknown	118	30	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	641	0	0	0	0:0
<b>5054:Obesity Intervention</b>						
	6th Grade	28	43	0	43	0:0
<b>5500:EXAM</b>						
	Unknown	162	0	0	0	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>						

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
7500:COMMUNITY PRESENTATION	Unknown	754	69	0	0	0:0
	Unknown	107	824	0	0	29:40
8020:EDUCATION: CLASS	Unknown	4	66	0	0	3:25
8021:HEALTH EDUCATION CLASS	Unknown	10	1,230	0	0	26:30
8040:HEALTH ED COUNSEL	Unknown	1	0	0	0	2:00
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	408:00
9041:COMMUNITY MEETING	Unknown	1	0	0	0	4:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	1,947:00
9096:LEAVE TIME	Unknown	0	0	0	0	783:45
9510:Incomplete Screening Referral/Vision	6th Grade	56	0	0	0	0:0
9515:Incomplete Screening Referral/Hearing	6th Grade	1	0	0	0	0:0
<b>Program Total</b>		<b>5,170</b>	<b>3,688</b>	<b>132</b>	<b>66</b>	<b>4,485:20</b>
40:DENTAL HEALTH						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	185:20
5600:DENTAL TREATMENT	Unknown	452	0	0	0	0:0
8022:OUTREACH	Unknown	0	0	0	0	60:10
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	17:30
9040:HEALTH EDUCATION SUPPORT	Unknown	0	0	0	0	7:10
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	76:40
<b>Program Total</b>		<b>452</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>346:50</b>
<b>DAU/School Total</b>		<b>5,636</b>	<b>3,688</b>	<b>132</b>	<b>66</b>	<b>4,956:00</b>
020HN9:George Munroe Elementary						
01:IMMUNIZATIONS						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	15:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	68:15
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>83:15</b>
34:SCHOOL HEALTH SERVICES						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	1,650:00
0510:VISION SCREENING	1st Grade	105	105	31	11	0:0
	2nd Grade	0	0	0	1	0:0
	3rd Grade	99	99	49	8	0:0
	5th Grade	1	1	0	0	0:0
	Kindergarten	105	105	16	4	0:0
	Pre-Kindergarten	1	1	0	0	0:0
0515:HEARING SCREENING	1st Grade	117	117	15	7	0:0
	3rd Grade	0	0	0	1	0:0
	Kindergarten	107	107	17	4	0:0

**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:mins)
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	102	102	0	0	0:0
	3rd Grade	98	98	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	1st Grade	78	0	0	0	0:0
	3rd Grade	51	0	0	0	0:0
<b>0522:Growth &amp; Dev Screen: BMI Underweight</b>						
	3rd Grade	1	0	1	0	0:0
<b>0523:Growth &amp; Dev Screen: BMI Overweight</b>						
	1st Grade	11	0	0	0	0:0
	3rd Grade	17	0	0	0	0:0
<b>0524:Growth &amp; Dev Screen: BMI Obese</b>						
	1st Grade	8	0	6	0	0:0
	3rd Grade	31	0	29	0	0:0
<b>4000:PARAPROF RESPONSE</b>	Unknown	733	0	0	0	0:0
<b>5000:NURSING A/C</b>	Unknown	676	176	0	0	0:0
<b>5030:Medication Administration</b>	Unknown	466	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>	Unknown	346	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>	Unknown	572	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>	Kindergarten	48	48	0	0	0:0
	Unknown	126	89	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>	Unknown	340	0	0	0	0:0
<b>5053:CARE PLAN DEVELOPMENT</b>	Unknown	4	4	0	0	0:0
<b>5054:Obesity Intervention</b>	1st Grade	1	1	0	11	0:0
	3rd Grade	1	1	0	31	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>	Unknown	2,861	203	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>	Unknown	1	60	0	0	2:30
<b>8020:EDUCATION: CLASS</b>	Unknown	6	124	0	0	4:25
<b>8021:HEALTH EDUCATION CLASS</b>	Unknown	7	381	0	0	4:15
<b>8070:INSERVICE/PRESERVICE</b>	Unknown	0	0	0	0	129:45
<b>8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF</b>	Unknown	1	2	0	0	0:30
<b>9040:HEALTH EDUCATION SUPPORT</b>	Unknown	0	0	0	0	1:30
<b>9041:COMMUNITY MEETING</b>	Unknown	3	0	0	0	3:30
<b>9080:PROFESSIONAL SUPPORT</b>	Unknown	0	0	0	0	848:40
<b>9096:LEAVE TIME</b>	Unknown	0	0	0	0	758:00
<b>9510:Incomplete Screening Referral/Vision</b>						
	1st Grade	20	0	0	0	0:0
	3rd Grade	41	0	0	0	0:0
	Kindergarten	12	0	0	0	0:0

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>9515:Incomplete Screening Referral/Hearing</b>						
	1st Grade	8	0	0	0	0:0
	Kindergarten	13	0	0	0	0:0
<b>9522:Incomplete Screening Referral/BMI-Underweight</b>						
	3rd Grade	1	0	0	0	0:0
<b>Program Total</b>		<b>7,219</b>	<b>1,824</b>	<b>164</b>	<b>78</b>	<b>3,403:05</b>
<b>40:DENTAL HEALTH</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	22:30
<b>5600:DENTAL TREATMENT</b>						
	Unknown	605	0	0	0	0:0
<b>8022:OUTREACH</b>						
	Unknown	0	0	0	0	45:30
<b>9040:HEALTH EDUCATION SUPPORT</b>						
	Unknown	0	0	0	0	1:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	18:40
<b>Program Total</b>		<b>605</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87:40</b>
<b>DAU/School Total</b>		<b>7,824</b>	<b>1,824</b>	<b>164</b>	<b>78</b>	<b>3,574:00</b>
<b>027105:Havana Elementary</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	9:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	104:40
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>113:40</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	568:20
<b>0510:VISION SCREENING</b>						
	1st Grade	74	74	18	0	0:0
	3rd Grade	86	86	28	0	0:0
	Kindergarten	88	88	13	0	0:0
<b>0515:HEARING SCREENING</b>						
	1st Grade	73	73	11	0	0:0
	3rd Grade	9	9	1	0	0:0
	Kindergarten	89	89	15	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	72	72	0	0	0:0
	2nd Grade	1	1	0	0	0:0
	3rd Grade	85	85	0	0	0:0
	5th Grade	57	57	0	0	0:0
	Kindergarten	70	0	0	0	0:0
	Pre-Kindergarten	34	34	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	1st Grade	43	0	0	0	0:0
	3rd Grade	39	0	0	0	0:0
<b>0522:Growth &amp; Dev Screen: BMI Underweight</b>						
	3rd Grade	1	0	1	0	0:0
<b>0523:Growth &amp; Dev Screen: BMI Overweight</b>						
	1st Grade	16	0	0	0	0:0
	3rd Grade	14	0	0	0	0:0
<b>0524:Growth &amp; Dev Screen: BMI Obese</b>						
	1st Grade	13	0	13	0	0:0
	3rd Grade	20	0	20	0	0:0
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	Kindergarten	26	26	0	0	0:0
	Unknown	109	109	0	0	0:0

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	7	0	0	0	0:0
<b>4050:LICENSED PRACTICAL NURSE ENCOUNTER</b>						
	Unknown	938	551	0	0	0:0
<b>5030:Medication Administration</b>						
	Unknown	306	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>						
	Unknown	476	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	5	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	Unknown	702	106	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	467	0	0	0	0:0
<b>5052:ESE STAFFING/SCREEN</b>						
	2nd Grade	1	0	0	0	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>						
	Unknown	2,375	600	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	1	125	0	0	12:50
<b>8020:EDUCATION: CLASS</b>						
	Unknown	14	478	0	0	10:00
<b>8021:HEALTH EDUCATION CLASS</b>						
	Unknown	2	33	0	0	2:00
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	20:45
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	733:35
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	240:00
<b>9510:Incomplete Screening Referral/Vision</b>						
	1st Grade	9	0	0	0	0:0
	3rd Grade	24	0	0	0	0:0
	Kindergarten	4	0	0	0	0:0
<b>Program Total</b>		<b>6,350</b>	<b>2,696</b>	<b>120</b>	<b>0</b>	<b>1,587:30</b>
<b>40:DENTAL HEALTH</b>						
<b>5600:DENTAL TREATMENT</b>						
	Unknown	917	0	0	0	0:0
<b>8022:OUTREACH</b>						
	Unknown	0	0	0	0	36:30
<b>Program Total</b>		<b>917</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36:30</b>
<b>DAU/School Total</b>		<b>7,267</b>	<b>2,696</b>	<b>120</b>	<b>0</b>	<b>1,737:40</b>
<b>027106:West Gadsden High</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	11:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	31:45
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42:45</b>
<b>02:SEXUALLY TRANS. DISEASE PROG.</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	3:15
<b>0581:HIV SCREENING</b>						
	Unknown	1	0	0	0	0:0
<b>5000:NURSING A/C</b>						
	Unknown	6	4	0	0	0:0
<b>5040:DRUG ISSUE/NURSE</b>						
	Unknown	4	0	0	0	0:0

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
8030:HIV COUNSEL:PRE TEST	Unknown	1	0	0	0	0:0
8035:HIV COUNSEL:POST TEST	Unknown	1	0	0	0	0:0
<b>Program Total</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>3:15</b>
<b>23:FAMILY PLANNING SERVICES</b>						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	24:25
0581:HIV SCREENING	Unknown	1	0	0	0	0:0
0590:PREGNANCY TEST	Unknown	13	0	0	0	0:0
5040:DRUG ISSUE/NURSE	Unknown	23	0	0	0	0:0
8024:DOMESTIC VIOLENCE INTERV	Unknown	28	0	0	0	0:0
8030:HIV COUNSEL:PRE TEST	Unknown	3	0	0	0	0:0
9096:LEAVE TIME	Unknown	0	0	0	0	1:00
Other	Unknown	20	0	0	0	0:0
Other:Other	Unknown	104	18	0	0	0:0
<b>Program Total</b>		<b>192</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>25:25</b>
<b>27:HEALTHY START PRENATAL</b>						
8002:PSYCHOSOCIAL COUNSEL	Unknown	5	0	0	0	0:00
<b>Program Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0:00</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	733:30
0510:VISION SCREENING	11th Grade	3	3	3	0	0:0
	12th Grade	1	1	0	0	0:0
	6th Grade	58	57	24	1	0:0
	9th GRADE	1	1	1	0	0:0
0515:HEARING SCREENING	3rd Grade	1	1	1	0	0:0
	6th Grade	58	58	14	1	0:0
0520:HEIGHT/WEIGHT/GRAPH	11th Grade	2	2	0	0	0:0
	12th Grade	2	2	0	0	0:0
	6th Grade	64	62	0	0	0:0
	7th Grade	5	5	0	0	0:0
	9th GRADE	86	80	0	0	0:0
0521:Growth & Dev Screen: BMI Healthy Weight	6th Grade	25	0	0	0	0:0
	9th GRADE	33	0	0	0	0:0
0522:Growth & Dev Screen: BMI Underweight	6th Grade	2	0	2	1	0:0
	9th GRADE	1	0	1	0	0:0
0523:Growth & Dev Screen: BMI Overweight	6th Grade	14	0	0	0	0:0
	9th GRADE	14	0	0	0	0:0
0524:Growth & Dev Screen: BMI Obese	6th Grade	38	0	38	2	0:0
	9th GRADE	27	0	27	1	0:0

**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs.Mins)
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	57	57	11	1	0:0
<b>4000:PARAPROF RESPONSE</b>	Unknown	243	0	0	0	0:0
<b>5000:NURSING A/C</b>	Unknown	1,241	2	0	0	0:0
<b>5030:Medication Administration</b>	Unknown	544	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>	Unknown	221	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>	Unknown	512	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>	7th Grade	23	23	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>	Unknown	162	0	0	0	0:0
<b>5500:EXAM</b>	Unknown	74	0	0	0	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>	6th Grade	122	0	0	0	0:0
	Unknown	415	24	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>	Unknown	3	950	0	0	5:50
<b>8010:NUTRITION ED:GROUP</b>	Unknown	20	0	0	0	1:40
<b>8020:EDUCATION: CLASS</b>	Unknown	24	249	0	0	6:10
<b>8021:HEALTH EDUCATION CLASS</b>	Unknown	6	255	0	0	4:50
<b>8070:INSERVICE/PRESERVICE</b>	Unknown	0	0	0	0	50:15
<b>9080:PROFESSIONAL SUPPORT</b>	Unknown	0	0	0	0	1,105:30
<b>9096:LEAVE TIME</b>	Unknown	0	0	0	0	824:35
<b>Program Total</b>		<b>4,102</b>	<b>1,832</b>	<b>122</b>	<b>7</b>	<b>2,732:20</b>
<b>DAU/School Total</b>		<b>4,312</b>	<b>1,854</b>	<b>122</b>	<b>7</b>	<b>2,803:45</b>
<b>027112:Carter-Parramore Academy</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>	Unknown	0	0	0	0	4:45
<b>9080:PROFESSIONAL SUPPORT</b>	Unknown	0	0	0	0	27:10
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31:55</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>	Unknown	0	0	0	0	36:45
<b>0510:VISION SCREENING</b>						
	10th Grade	15	15	5	0	0:0
	11th Grade	23	23	6	0	0:0
	12th Grade	17	17	7	0	0:0
	4th Grade	6	6	2	0	0:0
	5th Grade	8	8	1	0	0:0
	6th Grade	27	27	6	0	0:0
	7th Grade	32	32	15	0	0:0
	8th Grade	21	21	10	0	0:0
	9th GRADE	32	32	12	0	0:0
<b>0515:HEARING SCREENING</b>						

**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
0521:Growth & Dev Screen: BMI Healthy Weight	6th Grade	23	23	0	0	0:0
	6th Grade	12	0	0	0	0:0
	9th GRADE	14	0	0	0	0:0
0522:Growth & Dev Screen: BMI Underweight	9th GRADE	1	0	0	0	0:0
0523:Growth & Dev Screen: BMI Overweight	6th Grade	5	0	0	0	0:0
	9th GRADE	12	0	0	0	0:0
0524:Growth & Dev Screen: BMI Obese	6th Grade	5	0	0	0	0:0
	9th GRADE	12	0	0	0	0:0
0561:SCOLIOSIS SCREENING	6th Grade	24	24	0	0	0:0
0598:NEW ENROLLEE REC REVIEW	7th Grade	11	11	0	0	0:0
	Unknown	14	14	0	0	0:0
5030:Medication Administration	Unknown	2	0	0	0	0:0
5033:IMMUNIZATION F/U	7th Grade	110	0	0	0	0:0
7500:COMMUNITY PRESENTATION	Unknown	0	13	0	0	3:30
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	6:20
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	40:30
9096:LEAVE TIME	Unknown	0	0	0	0	0:30
<b>Program Total</b>		<b>426</b>	<b>266</b>	<b>64</b>	<b>0</b>	<b>87:35</b>
<b>DAU/School Total</b>		<b>426</b>	<b>266</b>	<b>64</b>	<b>0</b>	<b>119:30</b>
<b>027113:Chattahoochee Elementary</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	8:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	8:00
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16:00</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	590:45
<b>0510:VISION SCREENING</b>						
	1st Grade	36	36	12	6	0:0
	3rd Grade	30	30	10	6	0:0
	6th Grade	23	23	6	2	0:0
	Kindergarten	33	33	4	0	0:0
<b>0515:HEARING SCREENING</b>						
	1st Grade	34	34	4	0	0:0
	3rd Grade	1	1	1	0	0:0
	6th Grade	24	24	5	1	0:0
	Kindergarten	33	33	4	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	34	34	0	0	0:0
	3rd Grade	30	30	0	0	0:0
	6th Grade	23	23	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	1st Grade	17	0	0	0	0:0
	3rd Grade	10	0	0	0	0:0



**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
	6th Grade	11	0	0	0	0:0
0522:Growth & Dev Screen: BMI Underweight	3rd Grade	1	0	1	0	0:0
	6th Grade	1	0	1	0	0:0
0523:Growth & Dev Screen: BMI Overweight	1st Grade	10	0	0	0	0:0
	3rd Grade	9	0	0	0	0:0
	6th Grade	6	0	0	0	0:0
0524:Growth & Dev Screen: BMI Obese	1st Grade	7	0	7	4	0:0
	3rd Grade	10	0	10	0	0:0
	6th Grade	6	0	6	0	0:0
0561:SCOLIOSIS SCREENING	6th Grade	23	23	0	0	0:0
4000:PARAPROF RESPONSE	Unknown	835	0	0	0	0:0
4050:LICENSED PRACTICAL NURSE ENCOUNTER	Unknown	429	400	0	0	0:0
5030:Medication Administration	Unknown	636	0	0	0	0:0
5031:FIRST AID ADMIN	Unknown	323	0	0	0	0:0
5032:COMPLEX MEDICAL PROC	Unknown	21	0	0	0	0:0
5051:SCH HLTH STAFF CONSULT	Unknown	389	0	0	0	0:0
5052:ESE STAFFING/SCREEN	Unknown	2	0	0	0	0:0
5054:Obesity Intervention	3rd Grade	28	5	0	10	0:0
	6th Grade	28	6	0	6	0:0
6610:PREVENTIVE DENTAL SVC	Unknown	3,485	167	0	0	0:0
7500:COMMUNITY PRESENTATION	Unknown	2	316	0	0	10:00
8020:EDUCATION: CLASS	Unknown	3	38	0	0	1:15
8021:HEALTH EDUCATION CLASS	Unknown	76	525	0	0	10:25
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	36:00
8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF	Unknown	1	1	0	0	0:45
9040:HEALTH EDUCATION SUPPORT	Unknown	0	0	0	0	1:00
9041:COMMUNITY MEETING	Unknown	3	0	0	0	11:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	1,314:15
9096:LEAVE TIME	Unknown	0	0	0	0	627:10
9510:Incomplete Screening Referral/Vision	1st Grade	8	0	0	0	0:0
	3rd Grade	4	0	0	0	0:0
	6th Grade	4	0	0	0	0:0
	Kindergarten	4	0	0	0	0:0
9515:Incomplete Screening Referral/Hearing	3rd Grade	1	0	0	0	0:0

**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs: Mins)
	6th Grade	4	0	0	0	0:0
	Kindergarten	4	0	0	0	0:0
<b>9524:Incomplete Screening Referral/BMI-Overweight</b>						
	1st Grade	3	0	0	0	0:0
<b>Program Total</b>		<b>6,705</b>	<b>1,782</b>	<b>71</b>	<b>35</b>	<b>2,602:35</b>
<b>40:DENTAL HEALTH</b>						
<b>0000:DIRECT SERV TIME</b>	Unknown	0	0	0	0	12:00
<b>5600:DENTAL TREATMENT</b>	Unknown	333	0	0	0	0:0
<b>8022:OUTREACH</b>	Unknown	0	0	0	0	38:00
<b>9080:PROFESSIONAL SUPPORT</b>	Unknown	0	0	0	0	14:30
<b>Program Total</b>		<b>333</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64:30</b>
<b>DAU/School Total</b>		<b>7,038</b>	<b>1,782</b>	<b>71</b>	<b>35</b>	<b>2,683:05</b>
<b>027114:Greensboro Elementary</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>	Unknown	0	0	0	0	17:00
<b>9080:PROFESSIONAL SUPPORT</b>	Unknown	0	0	0	0	13:45
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30:45</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>	Unknown	0	0	0	0	636:40
<b>0510:VISION SCREENING</b>						
	1st Grade	66	66	33	33	0:00
	3rd Grade	53	53	21	21	0:00
	Kindergarten	59	59	15	15	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	66	66	0	0	0:00
	Kindergarten	59	59	1	1	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	66	66	0	0	0:00
	3rd Grade	53	53	0	0	0:00
	5th Grade	1	28	0	0	0:00
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	1st Grade	44	0	0	0	0:00
	3rd Grade	23	0	0	0	0:00
<b>0522:Growth &amp; Dev Screen: BMI Underweight</b>						
	1st Grade	1	0	1	1	0:00
	3rd Grade	3	0	3	3	0:00
<b>0523:Growth &amp; Dev Screen: BMI Overweight</b>						
	1st Grade	9	0	0	0	0:00
	3rd Grade	8	0	0	0	0:00
<b>0524:Growth &amp; Dev Screen: BMI Obese</b>						
	1st Grade	12	0	12	12	0:00
	3rd Grade	22	0	20	20	0:00
	Kindergarten	0	0	0	1	0:00
<b>0571:PEDICULOSIS/SCABIES SCR</b>						
	1st Grade	11	7	0	0	0:00
	2nd Grade	2	0	0	0	0:00
	3rd Grade	21	21	0	0	0:00
	4th Grade	17	3	0	0	0:00
	Kindergarten	2	0	0	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>	Unknown	63	63	0	0	0:00

**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	668	0	0	0	0:00
<b>4050:LICENSED PRACTICAL NURSE ENCOUNTER</b>						
	Unknown	7	4	0	0	0:00
<b>5000:NURSING A/C</b>						
	Unknown	11	5	0	0	0:00
<b>5030:Medication Administration</b>						
	Unknown	622	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	300	0	0	0	0:00
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	156	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	Unknown	180	0	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	358	0	0	0	0:00
<b>6610:PREVENTIVE DENTAL SVC</b>						
	Unknown	1,674	174	0	0	0:00
<b>8010:NUTRITION ED:GROUP</b>						
	Unknown	2	88	0	0	1:30
<b>8020:EDUCATION: CLASS</b>						
	Unknown	4	108	0	0	3:05
<b>8021:HEALTH EDUCATION CLASS</b>						
	Unknown	7	163	0	0	3:50
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	13:55
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	800:15
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	312:45
<b>Program Total</b>		<b>4,650</b>	<b>1,086</b>	<b>106</b>	<b>107</b>	<b>1,772:00</b>
<b>40:DENTAL HEALTH</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	2:00
<b>5600:DENTAL TREATMENT</b>						
	Unknown	372	0	0	0	0:00
<b>8022:OUTREACH</b>						
	Unknown	0	0	0	0	17:00
<b>9040:HEALTH EDUCATION SUPPORT</b>						
	Unknown	0	0	0	0	1:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	9:00
<b>Program Total</b>		<b>372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29:00</b>
<b>DAU/School Total</b>		<b>5,022</b>	<b>1,086</b>	<b>106</b>	<b>107</b>	<b>1,831:45</b>
<b>027116:St. Johns Elementary</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	12:45
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	29:10
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>41:55</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	139:25
<b>0510:VISION SCREENING</b>						
	1st Grade	52	52	17	1	0:0
	2nd Grade	1	1	0	0	0:0
	3rd Grade	44	44	21	2	0:0

**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
	4th Grade	2	2	0	0	0:0
	Kindergarten	58	58	8	0	0:0
<b>0515:HEARING SCREENING</b>						
	1st Grade	51	51	1	0	0:0
	2nd Grade	1	1	0	0	0:0
	3rd Grade	1	1	0	0	0:0
	4th Grade	2	2	0	0	0:0
	Kindergarten	59	59	0	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	48	48	0	0	0:0
	3rd Grade	44	44	0	0	0:0
	Pre-Kindergarten	107	53	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	1st Grade	37	0	0	0	0:0
	3rd Grade	23	0	0	0	0:0
<b>0523:Growth &amp; Dev Screen: BMI Overweight</b>						
	1st Grade	5	0	0	0	0:0
	3rd Grade	10	0	0	0	0:0
<b>0524:Growth &amp; Dev Screen: BMI Obese</b>						
	1st Grade	9	0	2	0	0:0
	3rd Grade	12	0	0	0	0:0
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	4	0	0	0	0:0
<b>4050:LICENSED PRACTICAL NURSE ENCOUNTER</b>						
	Unknown	56	43	0	0	0:0
<b>5030:Medication Administration</b>						
	Unknown	28	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>						
	Unknown	49	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	8	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	Kindergarten	24	24	0	0	0:0
	Unknown	169	144	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	38	0	0	0	0:0
<b>5054:Obesity Intervention</b>						
	1st Grade	9	0	0	0	0:0
	3rd Grade	12	0	0	0	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>						
	Unknown	2,462	166	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	3	71	0	0	5:00
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	3:40
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	225:25
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	20:35
<b>9510:Incomplete Screening Referral/Vision</b>						
	3rd Grade	19	0	0	0	0:0
	Kindergarten	8	0	0	0	0:0
	Unknown	16	0	0	0	0:0
<b>9515:Incomplete Screening Referral/Hearing</b>						
	1st Grade	1	0	0	0	0:0
<b>Program Total</b>		<b>3,472</b>	<b>864</b>	<b>49</b>	<b>3</b>	<b>394:05</b>
<b>40:DENTAL HEALTH</b>						
<b>0000:DIRECT SERV TIME</b>						

COMPREHENSIVE SCHOOL HEALTH SERVICES  
 COUNTY REPORT - TOTALED BY DAU/SCHOOL

July 2010 THROUGH June 2011

GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
5600:DENTAL TREATMENT	Unknown	0	0	0	0	11:00
8022:OUTREACH	Unknown	581	2	0	0	0:0
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	40:30
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	25:00
<b>Program Total</b>		<b>581</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>76:30</b>
<b>DAU/School Total</b>		<b>4,053</b>	<b>866</b>	<b>49</b>	<b>3</b>	<b>512:30</b>
<b>027117:Stewart Street Elementary</b>						
01:IMMUNIZATIONS						
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	48:40
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48:40</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	780:06
0510:VISION SCREENING	1st Grade	67	67	22	0	0:0
	2nd Grade	2	2	0	0	0:0
	3rd Grade	82	82	45	0	0:0
	Kindergarten	93	93	20	0	0:0
0515:HEARING SCREENING	1st Grade	67	67	1	0	0:0
	2nd Grade	2	2	0	0	0:0
	3rd Grade	1	1	0	0	0:0
	Kindergarten	87	87	9	0	0:0
	Pre-Kindergarten	1	1	0	0	0:0
0520:HEIGHT/WEIGHT/GRAPH	1st Grade	68	68	0	0	0:0
	3rd Grade	80	80	0	0	0:0
0521:Growth & Dev Screen: BMI Healthy Weight	1st Grade	50	0	0	0	0:0
	3rd Grade	39	0	0	0	0:0
0522:Growth & Dev Screen: BMI Underweight	1st Grade	1	0	1	0	0:0
0523:Growth & Dev Screen: BMI Overweight	1st Grade	2	0	0	0	0:0
	3rd Grade	14	0	0	0	0:0
0524:Growth & Dev Screen: BMI Obese	1st Grade	15	0	15	0	0:0
	3rd Grade	27	0	27	0	0:0
0571:PEDICULOSIS/SCABIES SCR	2nd Grade	1	1	1	1	0:0
0598:NEW ENROLLEE REC REVIEW	Unknown	65	65	0	0	0:0
4000:PARAPROF RESPONSE	Unknown	7	0	0	0	0:0
4050:LICENSED PRACTICAL NURSE ENCOUNTER	Unknown	919	437	0	0	0:0
5000:NURSING A/C	Unknown	15	15	0	0	0:0
5030:Medication Administration	Unknown	986	0	0	0	0:0
5031:FIRST AID ADMIN	Unknown	558	0	0	0	0:0
5032:COMPLEX MEDICAL PROC	Unknown	172	0	0	0	0:0

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>5033:IMMUNIZATION F/U</b>						
	Kindergarten	37	37	0	0	0:0
	Unknown	288	158	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	372	0	0	0	0:0
<b>5052:ESE STAFFING/SCREEN</b>						
	Unknown	8	0	0	0	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>						
	Unknown	4,597	272	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	3	340	0	0	3:50
<b>8021:HEALTH EDUCATION CLASS</b>						
	Unknown	23	244	0	0	5:55
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	47:15
<b>9041:COMMUNITY MEETING</b>						
	Unknown	3	0	0	0	4:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	726:59
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	161:00
<b>Program Total</b>		<b>8,752</b>	<b>2,119</b>	<b>141</b>	<b>1</b>	<b>1,729:05</b>
<b>40:DENTAL HEALTH</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	13:00
<b>5600:DENTAL TREATMENT</b>						
	Unknown	854	0	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	3	201	0	0	8:00
<b>8022:OUTREACH</b>						
	Unknown	0	0	0	0	69:20
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	3:00
<b>Program Total</b>		<b>857</b>	<b>201</b>	<b>0</b>	<b>0</b>	<b>93:20</b>
<b>DAU/School Total</b>		<b>9,609</b>	<b>2,320</b>	<b>141</b>	<b>1</b>	<b>1,871:05</b>
<b>027120:Gretna Elementary</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	11:30
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	48:00
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59:30</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	255:15
<b>0510:VISION SCREENING</b>						
	1st Grade	56	56	11	7	0:0
	3rd Grade	46	45	18	11	0:0
	Kindergarten	47	47	5	4	0:0
<b>0515:HEARING SCREENING</b>						
	1st Grade	51	51	1	1	0:0
	Kindergarten	49	49	11	2	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	52	52	0	0	0:0
	3rd Grade	40	40	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	1st Grade	22	0	0	0	0:0
	3rd Grade	19	0	0	0	0:0

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
0522:Growth & Dev Screen: BMI Underweight	3rd Grade	2	0	2	1	0:0
0523:Growth & Dev Screen: BMI Overweight	1st Grade	17	0	0	0	0:0
	3rd Grade	4	0	0	0	0:0
0524:Growth & Dev Screen: BMI Obese	1st Grade	16	0	14	3	0:0
	3rd Grade	16	0	16	0	0:0
0571:PEDICULOSIS/SCABIES SCR	Kindergarten	6	6	6	6	0:0
	Pre-Kindergarten	1	1	0	0	0:0
0598:NEW ENROLLEE REC REVIEW	1st Grade	35	35	0	0	0:0
	Pre-Kindergarten	32	32	0	0	0:0
	Unknown	22	22	0	0	0:0
4000:PARAPROF RESPONSE	Unknown	139	0	0	0	0:0
5000:NURSING A/C	Unknown	270	84	0	0	0:0
5030:Medication Administration	Unknown	220	0	0	0	0:0
5031:FIRST AID ADMIN	Unknown	31	0	0	0	0:0
5032:COMPLEX MEDICAL PROC	Unknown	148	0	0	0	0:0
5033:IMMUNIZATION F/U	Kindergarten	17	17	0	0	0:0
	Unknown	96	69	0	0	0:0
5051:SCH HLTH STAFF CONSULT	Unknown	173	0	0	0	0:0
5054:Obesity Intervention	1st Grade	1	1	0	15	0:0
	3rd Grade	2	2	0	17	0:0
6610:PREVENTIVE DENTAL SVC	Unknown	624	0	0	0	0:0
7500:COMMUNITY PRESENTATION	Unknown	2	365	0	0	4:30
8020:EDUCATION: CLASS	Unknown	8	65	0	0	5:55
8021:HEALTH EDUCATION CLASS	Unknown	8	285	0	0	4:10
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	9:15
8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF	Unknown	4	11	0	0	1:30
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	443:30
9096:LEAVE TIME	Unknown	0	0	0	0	200:30
9510:Incomplete Screening Referral/Vision	1st Grade	4	0	0	0	0:0
	3rd Grade	7	0	0	0	0:0
	Kindergarten	1	0	0	0	0:0
9515:Incomplete Screening Referral/Hearing	Kindergarten	9	0	0	0	0:0
9522:Incomplete Screening Referral/BMI-Underweight	3rd Grade	2	0	0	0	0:0
<b>Program Total</b>		<b>2,299</b>	<b>1,335</b>	<b>84</b>	<b>67</b>	<b>924:35</b>

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>40:DENTAL HEALTH</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	8:30
<b>5600:DENTAL TREATMENT</b>						
	Unknown	317	0	0	0	0:0
<b>8022:OUTREACH</b>						
	Unknown	0	0	0	0	9:40
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	4:00
<b>9040:HEALTH EDUCATION SUPPORT</b>						
	Unknown	0	0	0	0	4:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	7:30
<b>Program Total</b>		<b>317</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33:40</b>
<b>DAU/School Total</b>		<b>2,616</b>	<b>1,335</b>	<b>84</b>	<b>67</b>	<b>1,017:45</b>
<b>027305:Havana Middle</b>						
<b>01:IMMUNIZATIONS</b>						
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	19:45
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19:45</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	335:20
<b>0510:VISION SCREENING</b>						
	6th Grade	64	64	16	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	6th Grade	63	63	0	0	0:0
<b>0521:Growth &amp; Dev Screen: BMI Healthy Weight</b>						
	6th Grade	34	0	0	0	0:0
<b>0523:Growth &amp; Dev Screen: BMI Overweight</b>						
	6th Grade	9	0	0	0	0:0
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	66	66	2	0	0:0
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	6th Grade	20	20	0	0	0:0
	Unknown	40	40	0	0	0:0
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	194	0	0	0	0:0
<b>4050:LICENSED PRACTICAL NURSE ENCOUNTER</b>						
	Unknown	194	87	0	0	0:0
<b>5000:NURSING A/C</b>						
	Unknown	1	0	0	0	0:0
<b>5030:Medication Administration</b>						
	Unknown	189	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>						
	Unknown	122	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	7	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	29	29	0	0	0:0
	Unknown	198	78	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	64	0	0	0	0:0
<b>5500:EXAM</b>						
	Unknown	12	0	0	0	0:0
<b>6610:PREVENTIVE DENTAL SVC</b>						
	Unknown	160	0	0	0	0:0
<b>7500:COMMUNITY PRESENTATION</b>						



**COMPREHENSIVE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs: Mins)
8070:INSERVICE/PRESERVICE	Unknown	1	24	0	0	10:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	14:45
9096:LEAVE TIME	Unknown	0	0	0	0	358:15
	Unknown	0	0	0	0	44:20
<b>Program Total</b>		<b>1,467</b>	<b>471</b>	<b>18</b>	<b>0</b>	<b>762:40</b>
40:DENTAL HEALTH						
0000:DIRECT SERV TIME						
8022:OUTREACH	Unknown	0	0	0	0	14:00
	Unknown	0	0	0	0	21:00
<b>Program Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35:00</b>
<b>DAU/School Total</b>		<b>1,467</b>	<b>471</b>	<b>18</b>	<b>0</b>	<b>817:25</b>
<b>County Total</b>		<b>55,270</b>	<b>18,188</b>	<b>1,071</b>	<b>364</b>	<b>21,924:30</b>

FULI SERVICE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>GADSDEN</b>						
<b>020HN7:East Gadsden High</b>						
<b>01:IMMUNIZATIONS</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	8:15
<b>0AS1:TDAP</b>	Unknown	2	0	0	0	0:00
<b>9080:PROFESSIONAL SUPPORT</b>	Unknown	0	0	0	0	8:30
<b>Program Total</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16:45</b>
<b>02:SEXUALLY TRANS. DISEASE PROG.</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	10:30
<b>5000:NURSING A/C</b>	Unknown	1	0	0	0	0:00
<b>6000:MEDICAL MGMT</b>	Unknown	20	0	0	0	0:00
<b>8030:HIV COUNSEL:PRE TEST</b>	Unknown	3	0	0	0	0:00
<b>8035:HIV COUNSEL:POST TEST</b>	Unknown	5	0	0	0	0:00
<b>Program Total</b>		<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10:30</b>
<b>04:TUBERCULOSIS CONTROL SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	0:30
<b>0583:TB SKIN TEST</b>	Unknown	2	0	0	0	0:00
<b>Program Total</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0:30</b>
<b>23:FAMILY PLANNING SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	75:00
<b>0581:HIV SCREENING</b>	Unknown	2	0	0	0	0:00
<b>0590:PREGNANCY TEST</b>	Unknown	1	0	0	0	0:00
<b>5040:DRUG ISSUE/NURSE</b>	Unknown	4	0	0	0	0:00
<b>6000:MEDICAL MGMT</b>	Unknown	8	0	0	0	0:00
<b>8030:HIV COUNSEL:PRE TEST</b>	Unknown	3	0	0	0	0:00
<b>8035:HIV COUNSEL:POST TEST</b>	Unknown	2	0	0	0	0:00
<b>Other:Other</b>	Unknown	140	31	0	0	0:00
<b>Program Total</b>		<b>160</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>75:00</b>
<b>27:HEALTHY START PRENATAL</b>						
<b>3102:ICCC:ASSESSMENT</b>						
	Unknown	2	0	0	0	0:00
<b>3103:ICCC:ATTEMPT TO CONTACT</b>	Unknown	5	0	0	0	0:00
<b>3115:ICCC:SERVICE UNITS</b>	Unknown	9	0	0	0	0:00
<b>3202:HS ICCA:ONGOING PLAN</b>	Unknown	2	0	0	0	0:00
<b>3215:HS ICCA:SERVICE UNITS</b>	Unknown	11	0	0	0	0:00

FULI SERVICE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2010 THROUGH June 2011  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
3303:HS OCC:CONTACT ATTEMPT	Unknown	7	0	0	0	0:00
3313:HS OCC:OTHER PROVIDER	Unknown	1	0	0	0	0:00
3320:HS OCC:FACE TO FACE	Unknown	50	0	0	0	0:00
3321:HS OCC:NOT FACE TO FACE	Unknown	45	0	0	0	0:00
3322:HS OCC:INITIAL FSP	Unknown	4	0	0	0	0:00
3323:OCC:UPDATE FSP	Unknown	1	0	0	0	0:00
8004:PARENTING EDUCATION	Unknown	49	0	0	0	0:00
8006:CHILDBIRTH EDUCATION	Unknown	57	0	0	0	0:00
8008:BREASTFEEDING EDUC & SUP	Unknown	11	0	0	0	0:00
8013:INTERCONCEPTIONAL ED	Unknown	11	0	0	0	0:00
R014:Other Educational Resources:	Unknown	1	0	0	0	0:00
R030:Baby Items	Unknown	1	0	0	0	0:00
R999:Other Referrals	Unknown	1	0	0	0	0:00
<b>Program Total</b>		<b>268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0:00</b>
<b>34:SCHOOL HEALTH SERVICES</b>						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	1,051:45
0510:VISION SCREENING	9th GRADE	2	1	1	0	0:00
0515:HEARING SCREENING	9th GRADE	1	1	0	0	0:00
	Unknown	1	1	1	1	0:00
0520:HEIGHT/WEIGHT/GRAPH	10th Grade	1	0	0	0	0:00
	11th Grade	9	0	0	0	0:00
	12th Grade	4	0	0	0	0:00
	9th GRADE	249	245	0	0	0:00
	Unknown	2	1	0	0	0:00
0521:Growth & Dev Screen: BMI Healthy Weight	9th GRADE	125	0	0	0	0:00
	Unknown	51	0	0	0	0:00
0522:Growth & Dev Screen: BMI Underweight	9th GRADE	2	0	2	2	0:00
0523:Growth & Dev Screen: BMI Overweight	9th GRADE	48	0	0	0	0:00
	Unknown	17	0	0	0	0:00
0524:Growth & Dev Screen: BMI Obese	10th Grade	1	0	1	1	0:00
	9th GRADE	70	0	67	37	0:00
	Unknown	27	0	25	2	0:00
0590:PREGNANCY TEST	Unknown	5	0	0	0	0:00
0598:NEW ENROLLEE REC REVIEW	9th GRADE	20	0	0	0	0:00
	Unknown	41	0	0	0	0:00

**FULL SERVICE SCHOOL HEALTH SERVICES**  
**COUNTY REPORT - TOTALED BY DAU/SCHOOL**  
 July 2010 THROUGH June 2011  
**GADSDEN County Health Department**

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
4000:PARAPROF RESPONSE	Unknown	368	0	0	0	0:00
5000:NURSING A/C	Unknown	1,400	150	0	0	0:00
5030:Medication Administration	Unknown	868	0	0	0	0:00
5031:FIRST AID ADMIN	Unknown	329	0	0	0	0:00
5032:COMPLEX MEDICAL PROC	Unknown	573	0	0	0	0:00
5051:SCH HLTH STAFF CONSULT	Unknown	218	0	0	0	0:00
5052:ESE STAFFING/SCREEN	Unknown	2	0	0	0	0:00
5500:EXAM	Unknown	69	0	0	0	0:00
7500:COMMUNITY PRESENTATION	Unknown	326	46	0	0	23:15
8020:EDUCATION: CLASS	Unknown	38	3	0	0	6:00
8021:HEALTH EDUCATION CLASS	Unknown	103	10	0	0	7:00
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	149:20
8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF	Unknown	2	5	0	0	1:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	909:30
9096:LEAVE TIME	Unknown	0	0	0	0	348:00
9524:Incomplete Screening Referral/BMI-Overweight 9th GRADE		33	0	0	0	0:00
<b>Program Total</b>		<b>5,005</b>	<b>463</b>	<b>97</b>	<b>43</b>	<b>2,495:50</b>
<b>DAU/School Total</b>		<b>5,466</b>	<b>494</b>	<b>97</b>	<b>43</b>	<b>2,598:35</b>
<b>County Total</b>		<b>5,466</b>	<b>494</b>	<b>97</b>	<b>43</b>	<b>2,598:35</b>

**BASIC SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY SERVICE CODE  
July 2010 THROUGH June 2011**

**GADSDEN County Health Department**

Service Code	Grade Level	Services	FTTY	Results	Outcome	Service Time (Hrs:Mins)
<b>GADSDEN</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	171:50
Service Code Total		0	0	0	0	171:50
<b>0510:VISION SCREENING</b>						
	1st Grade	74	74	6	1	0:00
	3rd Grade	56	56	12	1	0:00
	6th Grade	43	43	15	0	0:00
	Kindergarten	54	54	10	0	0:00
Service Code Total		227	227	43	2	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	30	30	2	0	0:00
	6th Grade	36	36	0	0	0:00
	Kindergarten	49	49	1	0	0:00
Service Code Total		115	115	3	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	51	51	0	0	0:00
	3rd Grade	45	45	0	0	0:00
	6th Grade	35	35	0	0	0:00
Service Code Total		131	131	0	0	0:00
<b>0521:Growth &amp; Dev Screen: BMI Healthy</b>						
	1st Grade	30	0	0	0	0:00
	3rd Grade	20	0	0	0	0:00
	6th Grade	16	0	0	0	0:00
Service Code Total		66	0	0	0	0:00
<b>0522:Growth &amp; Dev Screen: BMI Underw</b>						
	1st Grade	0	0	0	0	0:00
	3rd Grade	1	0	1	0	0:00
	6th Grade	2	0	2	0	0:00
Service Code Total		3	0	3	0	0:00
<b>0523:Growth &amp; Dev Screen: BMI Overwe</b>						
	1st Grade	12	0	0	0	0:00
	3rd Grade	10	0	0	0	0:00
	6th Grade	12	0	0	0	0:00
Service Code Total		34	0	0	0	0:00
<b>0524:Growth &amp; Dev Screen: BMI Obese</b>						
	1st Grade	9	0	9	0	0:00
	3rd Grade	14	0	14	0	0:00
	6th Grade	5	0	5	0	0:00
Service Code Total		28	0	28	0	0:00
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	36	36	1	0	0:00
Service Code Total		36	36	1	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	Kindergarten	9	9	0	0	0:00
	Pre-Kindergarten	12	12	0	0	0:00
	Unknown	79	79	0	0	0:00
Service Code Total		100	100	0	0	0:00
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	53	0	0	0	0:00
Service Code Total		53	0	0	0	0:00
<b>4050:LICENSED PRACTICAL NURSE EN</b>						
	Unknown	15	15	0	0	0:00
Service Code Total		15	15	0	0	0:00

**BASIC SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY SERVICE CODE  
July 2010 THROUGH June 2011**

**GADSDEN County Health Department**

Service Code	Grade Level	Services	FTTY	Results	Outcome	Service Time (Hrs:Mins)
<b>5000:NURSING A/C</b>						
	Unknown	9	9	0	0	0:00
Service Code Total		9	9	0	0	0:00
<b>5030:Medication Administration</b>						
	Unknown	36	0	0	0	0:00
Service Code Total		36	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	17	0	0	0	0:00
Service Code Total		17	0	0	0	0:00
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	3	0	0	0	0:00
Service Code Total		3	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	18	18	0	0	0:00
	Kindergarten	46	18	0	0	0:00
	Unknown	260	8	0	0	0:00
Service Code Total		324	44	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	14	0	0	0	0:00
Service Code Total		14	0	0	0	0:00
<b>5061:SCHOOL VISIT ELEM</b>						
	Unknown	24	0	0	0	7:08
Service Code Total		24	0	0	0	7:08
<b>5062:SCHOOL VISIT MIDDLE</b>						
	Unknown	10	0	0	0	2:52
Service Code Total		10	0	0	0	2:52
<b>5064:SCHOOL VISIT OTHER</b>						
	Unknown	81	0	0	0	18:00
Service Code Total		81	0	0	0	18:00
<b>5500:EXAM</b>						
	Unknown	7	0	0	0	0:00
Service Code Total		7	0	0	0	0:00
<b>6610:PREVENTIVE DENTAL SVC</b>						
	Unknown	559	0	0	0	0:00
Service Code Total		559	0	0	0	0:00
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	9	971	0	0	46:15
Service Code Total		9	971	0	0	46:15
<b>8021:HEALTH EDUCATION CLASS</b>						
	Unknown	1	77	0	0	7:00
Service Code Total		1	77	0	0	7:00
<b>8050:ORIENTATION/PRESERVICE</b>						
	Unknown	0	0	0	0	14:15
Service Code Total		0	0	0	0	14:15
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	480:40
Service Code Total		0	0	0	0	480:40
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	2,536:25
Service Code Total		0	0	0	0	2,536:25
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	697:05
Service Code Total		0	0	0	0	697:05
<b>9510:Incomplete Screening Referral/Visi</b>						

BASIC SCHOOL HEALTH SERVICES  
 COUNTY REPORT - TOTALED BY SERVICE CODE  
 July 2010 THROUGH June 2011

GADSDEN County Health Department

Service Code	Grade Level	Services	FTTY	Results	Outcome	Service Time (Hrs:Mins)
	1st Grade	1	0	0	0	0:00
	3rd Grade	4	0	0	0	0:00
Service Code Total		5	0	0	0	0:00
<b>9515:Incomplete Screening Referral/Hea</b>						
	1st Grade	1	0	0	0	0:00
Service Code Total		1	0	0	0	0:00
<b>County Total</b>		<b>1,908</b>	<b>1,725</b>	<b>78</b>	<b>2</b>	<b>3,981:30</b>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8c

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** Honeywell Energy Cost Avoidance Report

**DIVISION:** Maintenance and Finance Departments

**PURPOSE AND SUMMARY OF ITEMS:**

Attached is a copy of the first Energy Cost Avoidance Report from Honeywell. In addition, copies of the quarterly Energy Analysis Report for the period July 2010 through March 2011 are available in the Maintenance and Finance Departments. Data from these two reports will be reviewed during the workshop preceding the regular meeting on June 28.

**PREPARED BY:** Wayne Shepard and Bonnie Wood

**POSITION:** Director of Facilities and Assistant Superintendent for Business Services



# Gadsden County Schools Energy Cost Avoidance Report

**Energy Guarantee Year 1 of 14**  
April 2010 through March 2011



*Helping customers manage energy resources to  
improve financial performance*

# Table of Contents

## *Gadsden County Schools*

*Building a Brighter Future*

35 Martin Luther King, Jr. Blvd. Quincy, Florida 32351  
(850) 627-9651 - PHONE (850) 627-2760 - FAX

### **1.0 Overview**

*Program Overview*  
*Retrofit Highlights*  
*Methodology & M&V Matrix*

### **2.0 Summary**

*Executive Summary*  
*Total Cost Avoidance Summary*  
*Energy Cost Avoidance Summary*  
*Performance Savings Graph*

### **3.0 Review Detail**

*Project Overview Review Detail*  
*ECM Savings Summaries*  
*Operational Savings*

### **4.0 Adjustments**

*Adjustments Summary*

### **5.0 Appendix**

*Site Visit Findings*  
*Energy Savings Tips*  
*Glossary of Terms*

# Program Overview

## Measurement & Verification Services

Honeywell is pleased to provide this comprehensive report of your energy consumption. This report was processed using an industry-standard program based on proven and accepted engineering formulas for energy conservation and analysis.

**M&V Contract Number:** 992-85-12329  
**Job Number:** 0

**Baseline Period:** June 2007 - May 2008  
**Installation Period:** 0  
**Guarantee Period:** April 2010 - March 2024  
**Guarantee Term:** 14 Years

**Report Period:** April 2010 through March 2011

**Report Preparation By:** Dan Ponton, MVS  
 Joel Bruedigam, EA

June 2011



## Meters Included in Report



<u>Location</u>	<u>Utility</u>	<u>M&amp;V Methodology</u>
Administration	Electric	Option A
	Water	Option A
Transportation	Electric	Option A
	Water	Option A
Carter Parramore Elementary	Electric	Option A
	Natural Gas	Option A
Chattahoochee Elementary	Electric	Option A
	Water	Option A
George Munroe Elementary	Electric	Option A
	Natural Gas	Option A
	Water	Option A
Greensboro Elementary	Electric	Option A
	Water	Option A
Gretna Elementary	Electric	Option A
	Natural Gas	Option A
Havana Elementary	Electric	Option A
	Water	Option A
St. Johns Elementary	Electric	Option A

<u>Location</u>	<u>Utility</u>	<u>M&amp;V Methodology</u>
Stewart Street Elementary	Natural Gas	Option A
	Electric	Option A
	Water	Option A
Havana Middle	Electric	Option A
	Water	Option A
James Shanks Middle	Electric	Option A
	Natural Gas	Option A
	Water	Option A
East Gadsden High	Electric	Option A
West Gadsden High	Electric	Option A
Gadsden Technical	Electric	Option A
	Water	Option A

# Retrofit Highlights

---

- High Efficiency Lighting Upgrade
- High Efficiency HVAC Upgrade
- High Efficiency Plumbing Fixtures
- High Efficiency Marquee Sign
- Web Enabled HVAC Controls Upgrade
- Energy Awareness Program

## Determination of Energy Savings

### Theory of Energy Management

The primary motivation behind most energy management projects is cost avoidance. Cost avoidance is defined as the avoided expense, in today's dollars, attributable to a retrofit or other energy management initiative. In order to determine if a project has yielded the expected level of cost avoidance, it is necessary to measure and verify the cost avoidance in the post-retrofit period. By comparing the pre-retrofit energy consumption and cost with post-retrofit data, the performance of the energy retrofit can be determined.

The Federal Energy Management Program (FEMP) of the U.S. Department of Energy and its Measurement and Verification Guidelines for Federal Energy Projects classify measurement and verification approaches as Option A, B, C and D, and are selected based on the complexity of the retrofit project energy conservation measures (ECMs) and their potential operating interaction with each other. The FEMP Guidelines, based on the International Performance Measurement and Verification Protocol (IPMVP), were originally developed for U.S. federal projects. The FEMP and IPMVP protocols have since become the de facto standards used to measure and verify performance contract energy management project results.

*Option A:* Verification techniques determine savings by measuring the performance of a system before and after a retrofit, either through physical measurement or the use of manufacturer data, and multiplying the difference by an agreed-upon or stipulated factor, such as hours of operation.

*Option B:* Verification techniques are designed for projects where long-term continuous measurement of performance is desired. Metering is conducted on an individual system level, and the measured performance is compared with a baseline to determine cost avoidance.

*Option C:* Verification techniques involve utility whole building meter analysis, reviewing overall energy use, and identifying the effects of energy projects on a facility. Energy use before and after a retrofit project is compared to determine cost avoidance.

*Option D:* Computer models are developed that use calibrated simulations of baseline and post-installation energy use to measure cost avoidance.

# Methodology

---

## Explanation of Adjustments

If all things were equal, energy management results could be simply determined by subtracting current year energy use units from their base year equivalent (kilowatt-hours, cubic feet of gas, cubic feet of water, etc.) The costs avoided would then simply be the energy use units saved between the two measured periods multiplied by a given billing rate.

However, as all conditions are never equal between the current and base year periods of tracking, adjustments are required to assure an equivalent comparison in order to accurately calculate the energy cost avoidance. These adjustments are made to the base year period utility bill data in order to reflect energy usage that would have occurred during the base year period if all the conditions of the current year period had existed then. The result is referred to as the baseline. Baseline adjustments include, but are not limited to, differences in billing period days, weather, rate schedules, equipment that has been recommissioned, added or removed, increases or decreases in building square footage, changes in enrollment counts, etc. These are variables affecting consumption which warrant adjustment to the baseline.

*Billing Days Adjustment* - Typically, utility companies do not bill for the same number of days each month. The energy tracking/auditing software program used adjusts for differences in the number of days in the billing period between the base year and current year before calculating energy cost avoidance/savings.

*Weather Adjustment* - As energy consumption is often weather-related, a regression analysis is performed to identify the relationship between historic meter performance and weather, denoted by heating or cooling degree-day variables. The analysis results in a regression model utilized in calculating the baseline, adjusted for the weather difference between the pre- and post-installation period. The program adjusts for weather variation using weather data degree-days while also recognizing that not all energy consumption is weather sensitive.

*Cost Adjustment* - Utility company rate schedules are generally used to calculate the cost of energy consumption. These rates may change frequently. The applicable utility rate schedule as determined by the performance contract is used for cost calculation in the current review period. This schedule achieves an accurate comparison of the pre- and post-installation period cost of energy.

*Runtime Adjustment* - A building's hours of operation (runtime) typically vary and will affect energy usage. Set hours of operation are agreed upon on a building-by-building basis and documented in the contract. Review period runtime is tracked on a monthly basis and compared to the agreed upon operating hours. Adjustments can be made in the event actual hours of operation exceed agreed upon hours.

# Methodology

---

*Miscellaneous Adjustments* - A change in consumption will occur if the square footage or occupancy levels of the facility change or if the facility adds, deletes, or changes equipment that affects building load. Savings lost or gained by the change can be calculated by standard engineering formulas.

## Methods Contained in This Report

Option A is used to calculate energy cost avoidance for all facilities. This method gives a truer picture of the cost avoidance achieved by a lighting retrofit, regardless of the operation of the other building systems, especially where controls were omitted from the scope of work.

The baseline adjustment is stipulated to be an escalation of 4% per year for the unit cost of electric utilities and 4% per year for gas utilities, and 4% per year for the unit cost of water used in the determination of cost avoidance each year.

The energy avoidance identified in the Post Installation/Guarantee Period 1 measurement and verification activities will be stipulated as the achieved energy avoidance for years 2 through 14. The associated cost avoidance will be calculated using the stipulated utility unit avoidance times the agreed upon escalated utility unit costs.

Operational cost savings identified and described in the contract were deemed satisfied upon contract execution. Operational cost savings categorized as capital cost avoidance are part of, or are causally connected to scope of work specified in Attachment A and are documented by industry standard engineering methodologies acceptable to the Customer. The baseline adjustment is stipulated to be an escalation of 4% per year for operational costs used in the determination of operational cost avoidance each year.





# Executive Summary

In compliance with contract provisions, FEMP Option A methodology of Measurement & Verification, "Potential to Perform" was used to quantify energy cost avoidance and performance results reported herein. Every attempt has been made to generate the most accurate energy audit possible. Honeywell will follow Option A "Potential to Perform" methodology in Year 2 and through the rest of the guarantee period. On site verification by observations of operations and captured screen shots from EMS of the operating parameters will be completed.

Summary of Savings --Year 1			
Energy Conservation Measure	Cost Savings		
	Cost Savings Projected	Cost Savings Result	% to Projection
High Efficiency Lighting Upgrade	\$135,951	\$135,177	99%
High Efficiency HVAC Upgrade	\$5,069	\$5,069	100%
High Efficiency Plumbing Fixtures	\$11,233	\$16,062	143%
High Efficiency Marquee Sign	\$3,705	\$3,901	105%
Web Enabled HVAC Controls Upgrade	\$58,057	\$58,057	100%
Energy Awareness Program	\$79,715	\$79,716	100%
<b>Total</b>	<b>\$293,730</b>	<b>\$297,981</b>	<b>101%</b>

Honeywell Home & Building Control provides a wide array of products, services, and programs to conserve energy and increase the operating efficiency of your building. When Honeywell applies advanced control and maintenance techniques to your existing bui

Excellence Is Our Standard  
Delighting You Is Our Goal

Thank You for Choosing Honeywell

# Total Cost Avoidance Summary

---

## Year 1 Results

Energy Cost Avoidance	\$ 297,981
Operational Savings	\$ 164,888
<hr/>	
Total Cost Avoidance	\$ 462,869
Annual Guarantee	\$ 458,618
Excess Savings/(Shortfall)	\$ 4,251
Percent of Plan	101%

## Cumulative Results

TIME PERIOD		TOTAL COST AVOIDANCE	ANNUAL ENERGY GUARANTEE	EXCESS SAVINGS/ (SHORTFALL)
Year 1	4/10 - 3/11	\$ 462,869	\$ 458,618	\$ 4,251
Year 2	4/11 - 3/12	\$ -	\$ -	\$ -
Year 3	4/12 - 3/13	\$ -	\$ -	\$ -
Year 4	4/13 - 3/14	\$ -	\$ -	\$ -
Year 5	4/14 - 3/15	\$ -	\$ -	\$ -
Year 6	4/15 - 3/16	\$ -	\$ -	\$ -
Year 7	4/16 - 3/17	\$ -	\$ -	\$ -
Year 8	4/17 - 3/18	\$ -	\$ -	\$ -
Year 9	4/18 - 3/19	\$ -	\$ -	\$ -
Year 10	4/19 - 3/20	\$ -	\$ -	\$ -
Year 11	4/20 - 3/21	\$ -	\$ -	\$ -
Year 12	4/21 - 3/22	\$ -	\$ -	\$ -
Year 13	4/22 - 3/23	\$ -	\$ -	\$ -
Year 14	4/23 - 3/24	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 462,869</b>	<b>\$ 458,618</b>	<b>\$ 4,251</b>

# Energy Cost Avoidance Summary

---

## Year 1 Results

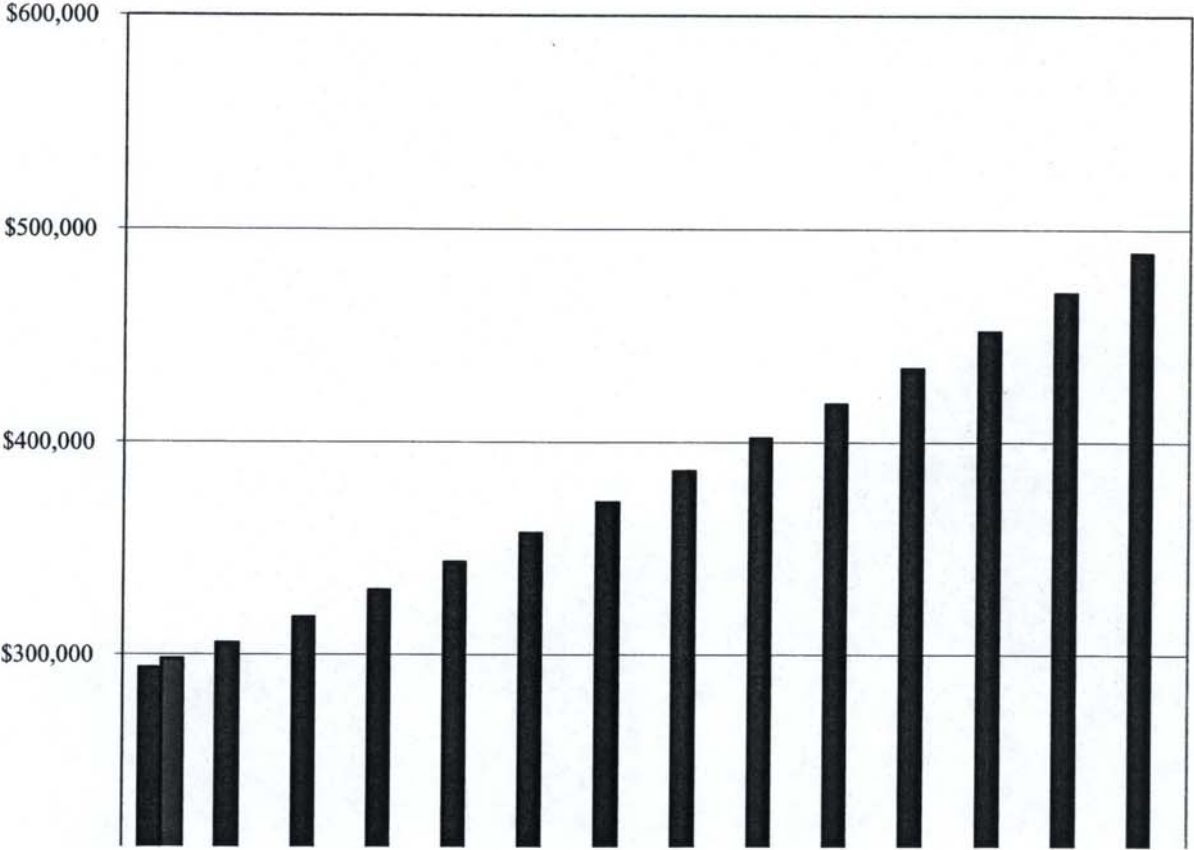
Utility Savings	\$ 297,981
Annual Energy Guarantee	\$ 293,730
Excess Savings/(Shortfall)	\$ 4,251
Percent of Plan	101%

## Cumulative Results

TIME PERIOD		TOTAL COST AVOIDANCE	ANNUAL ENERGY GUARANTEE	EXCESS SAVINGS/ (SHORTFALL)
Year 1	4/10 - 3/11	\$ 297,981	\$ 293,730	\$ 4,251
Year 2	4/11 - 3/12	\$ -	\$ -	\$ -
Year 3	4/12 - 3/13	\$ -	\$ -	\$ -
Year 4	4/13 - 3/14	\$ -	\$ -	\$ -
Year 5	4/14 - 3/15	\$ -	\$ -	\$ -
Year 6	4/15 - 3/16	\$ -	\$ -	\$ -
Year 7	4/16 - 3/17	\$ -	\$ -	\$ -
Year 8	4/17 - 3/18	\$ -	\$ -	\$ -
Year 9	4/18 - 3/19	\$ -	\$ -	\$ -
Year 10	4/19 - 3/20	\$ -	\$ -	\$ -
Year 11	4/20 - 3/21	\$ -	\$ -	\$ -
Year 12	4/21 - 3/22	\$ -	\$ -	\$ -
Year 13	4/22 - 3/23	\$ -	\$ -	\$ -
Year 14	4/23 - 3/24	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 297,981</b>	<b>\$ 293,730</b>	<b>\$ 4,251</b>

# Performance Savings

## Annual Energy Guarantee vs. Actual Cost Avoidance



# Project Overview/Review Detail

## Validation of ECM Savings

### Measurement & Verification Methods

Measurement and Verification (M&V) is based on the Federal Energy Management Program's (FEMP) publication, "Measurement and Verification Guideline for Federal Energy Projects," (DOE/GO-102000-0960, September 2000). The M&V plan for this contract consists of the following:

**Year One:** Honeywell will follow FEMP Option "A" "Potential to Perform" (as scheduled in Attachment "G", Exhibit G-3 & G-4) for the Measurement and Verification to quantify the energy cost avoidance of Gadsden County Schools facilities. This option will be applied on an ECM specific basis and was selected for this determination to provide an accurate but economical reconciliation. Savings will be realized from both energy and operational improvements. Energy savings for the Facilities for such Guarantee Year will be quantified and summarized on an ECM basis as defined below. The energy savings will be multiplied by the applicable energy rate as defined in Attachment G section 1.1 to calculate the Energy cost avoidance.

**Year Two and Remaining Guarantee Years (ongoing):** Honeywell will follow FEMP Option "A" "Potential to Perform" (as scheduled in Exhibit G-3 & G-4). On-site verification by observation of operation and captured screen shots from the EMS of the operating parameters will be completed for the Measurement and Verification of the installed ECMs. The annual inspection of time schedules in the Energy Management System will be performed to quantify equipment runtimes and the energy cost avoidance of the customer's facility as stated in Exhibit "G1".

### Energy Conservation Measures (ECMs) Implemented

#### Applicable ECMs

ECMs (and associated energy types) applicable to the project include:

- ECM #1 – High Efficiency Lighting Upgrade (Electricity)
- ECM #2 – High Efficiency HVAC Upgrades (Electricity & Gas)
- ECM #3 – High Efficiency Plumbing Fixtures (Water)
- ECM #4 – High Efficiency Marquee Sign (Electricity)
- ECM #5 – Web Enabled HVAC Controls Upgrade (Electricity)
- ECM #6 – Energy Awareness Program (Electricity)

### Projected Savings

Attachment G, Section 1.1, Schedule of Savings in the contract, indicates that these ECM is to generate **\$293,730 of energy savings/cost avoidance in year 1 of the performance contract, escalated 4% annually.**

Baseline operating parameters are stipulated and agreed upon. See Energy Savings Calculations, attached hereto and incorporated herein for further information regarding stipulated baseline parameters.

Guarantee Period operating parameters are stipulated and agreed upon, and are displayed in the Energy Savings calculations.

# Project Overview/Review Detail

**ECMS # 1 - 6 – Summary Listed in Table 1 (directly taken from attachment “G” in the contract).**

The energy consumption baseline for these ECMS was generated using the Engineering calculations in Exhibit G-2 in the contract based on the pre-retrofit HVAC equipment, the existing control system, applicable electric cost rates, and the operating parameters stipulated in the contract document. The post data was gathered and quantified after the installation of the new equipment and control systems using the post-installation operating parameters also stipulated in the contract document in Exhibit G-4. The comparison of these pre- and post-installation profiles validates the potential to achieve the projected cost avoidance for this ECM.

- 1.1 Energy Savings.** The amount of energy savings for guarantee year 2 is the sum of the below listed ECMs. The schedule of savings does not include the absolute increase in energy use due to the implementation of measures to increase environmental comfort as directed by the customer, and other baseline adjustments (see 1.3.1.1). The Guaranteed savings are less than the projected savings, represented in Exhibit G-1. The Cost Avoidance is based on the listed Energy and Operational Cost Avoidance Guarantee Practices contained in Section 1.3 herein.

**Table 1 – Detailed Explanation of Year 1 ECM cost avoidance**

<b>Att A</b>	<b>ECM Description</b>	<b>Electric Year 1</b>	<b>Non-Electric Year 1</b>	<b>Water Year 1</b>	<b>Total Year 1</b>
1	High Efficiency Lighting Upgrade	\$135,951			\$135,951
2	High Efficiency HVAC Upgrade	\$2,069	\$3,000		\$5,069
3	High Efficiency Plumbing Fixtures			\$11,233	\$11,233
4	High Efficiency Marquee Sign	\$3,705			\$3,705
5	Web Enabled HVAC Controls Upgrade	\$58,057			\$58,057
6	Energy Awareness Program	\$79,715			\$79,715
	<b>Totals</b>	<b>\$279,497</b>	<b>\$3,000</b>	<b>\$11,233</b>	<b>\$293,730</b>

# ECM 1 - Lighting Upgrade

<b>Building</b>	<b># Existing Fixtures</b>	<b># Retrofitted Fixtures</b>	<b>kWh Saved</b>	<b>Year 1 rate per kWh</b>	<b>Cost Avoidance</b>
George Munroe Elem	1,049	870	109,879	0.107	\$11,779
James Shanks Middle	1,497	1,379	231,061	0.107	\$24,770
Greensboro Elem	1,036	883	132,450	0.123	\$16,252
Stewart Street Elem	488	464	51,289	0.107	\$5,498
Gadsden Technical	549	540	125,318	0.077	\$9,675
Havanah Mid	1,517	1,515	246,732	0.089	\$22,008
Chattahoochee Elem	1,164	1,169	113,843	0.081	\$9,176
Havana Elem	633	617	111,583	0.128	\$14,294
Administration	259	221	97,799	0.077	\$7,550
Transportation	88	88	31,011	0.107	\$3,324
Howser Pre-K	38	38	2,962	0.077	\$229
Warehouse	162	162	22,337	0.107	\$2,395
Personnel	77	43	18,606	0.077	\$1,436
Midway	38	38	4,013	0.128	\$515
Vending	45	45	57,062	0.110	\$6,277
<b>Total</b>	<b>8,640</b>	<b>8,072</b>	<b>1,355,945</b>	<b>0.100</b>	<b>\$135,177</b>

# ECM 2 - HVAC Upgrades

**Building:** George Munroe

**OVERVIEW:**

The existing 5 ton, packaged units serving the building are aging and less efficient than newer equipment currently available. They will be replaced with a new High Efficiency packaged unit in the existing location. The savings calculation assumes an average cooling load over the period that the equipment is in operation. It also assumes that the savings will be based upon the current building loads, including ventilation

**ASSUMPTIONS:**

Present cooling energy usage.....	<u>36,486</u> KWH/yr	
Electrical demand period.....	<u>8</u> months	<b>SEER Ratings</b>
Existing cooling equipment EER rating.....	<u>7.2</u> MBTU/KWH	8
New cooling equipment EER rating.....	<u>11.7</u> MBTU/KWH	13
Cooling equipment rated capacity.....	<u>35.0</u> tons	
Weekly cooling system operation.....	<u>42</u> hrs/wk	
Cooling season length.....	<u>33</u> wk/yr	
Avoided cost of electricity.....	<u>\$0.1072</u> /KWH	
Avoided cost of demand.....	<u>\$0.00</u> /KW	
Cooling conversion factor.....	<u>12</u> MBTU/ton-hr	

**UTILITY SAVINGS CALCULATIONS:**

Load Factor	=	<input type="text" value="0.45"/>
Demand Savings	=	<input type="text" value="9.18 KW"/>
Cooling Savings	=	<input type="text" value="12,910 KWH/yr"/>
Cost Savings	=	<input type="text" value="\$1,384 /yr"/>

**UTILITY SAVINGS FORMULAS:**

Baseline Calculation Data					
Tons	Hrs/dy	Dy/Wk	Wk/yr	LF	EER
35.0	6	7	33.1	0.45	7.2

$$Load\ Factor = \frac{cooling\ KWH \times exist\ EER}{tons \times 12 \times \left( \frac{oper.}{period} \right)}$$

$$Demand\ Savings = \left( \frac{load}{factor} \right) \times tons \times 12 \times \left( \frac{1}{exist\ EER} - \frac{1}{new\ EER} \right)$$

$$Cooling\ Savings = \left( \frac{demand}{savings} \right) \times \left( \frac{oper.}{period} \right)$$

$$Cost\ Savings = \left( \frac{demand}{savings} \right) \times \left( \frac{demand}{cost} \right) + \left( \frac{cooling}{savings} \right) \times \left( \frac{elect.}{cost} \right)$$



# ECM 2 - HVAC Upgrades

**Building:** Gretna Elementary

**OVERVIEW:**

The existing 20 ton air cooled chiller serving the cafeteria is aging and less efficient than newer equipment currently available. It will be replaced with a new High Efficiency unit in the existing location. The savings calculation assumes an average cooling load over the period that the equipment is in operation. It also assumes that the savings will be based upon the current building loads, including ventilation

**ASSUMPTIONS:**

Present cooling energy usage.....	<u>20,849</u> KWH/yr	
Electrical demand period.....	<u>8</u> months	<b>SEER Ratings</b>
Existing cooling equipment EER rating.....	<u>7.2</u> MBTU/KWH	8
New cooling equipment EER rating.....	<u>10.0</u> MBTU/KWH	11.1
Cooling equipment rated capacity.....	<u>20.0</u> tons	
Weekly cooling system operation.....	<u>42</u> hrs/wk	
Cooling season length.....	<u>33</u> wk/yr	
Avoided cost of electricity.....	<u>\$0.1275</u> /KWH	
Avoided cost of demand.....	<u>        </u> /KW	
Cooling conversion factor.....	<u>12</u> MBTU/ton-hr	

**UTILITY SAVINGS CALCULATIONS:**

Load Factor	=	<input type="text" value="0.45"/>
Demand Savings	=	<input type="text" value="3.28 KW"/>
Cooling Savings	=	<input type="text" value="5,371 KWH/yr"/>
Cost Savings	=	<input type="text" value="\$685 /yr"/>

**UTILITY SAVINGS FORMULAS:**

Baseline Calculation Data					
Tons	Hrs/dy	Dy/Wk	Wk/yr	LF	EER
20.0	6	7	33.1	0.45	7.2

$$Load\ Factor = \frac{cooling\ KWH \times \cancel{exist\ EER}}{\left[ tons \times 12 \times \left( \frac{oper.}{period} \right) \right]}$$

$$Demand\ Savings = \left( \frac{load}{factor} \right) \times \cancel{tons} \times \cancel{12} \times \left( \frac{1}{exist\ EER} - \frac{1}{new\ EER} \right)$$

$$Cooling\ Savings = \left( \frac{demand}{savings} \right) \times \left( \frac{oper.}{period} \right)$$

$$Cost\ Savings = \left( \frac{demand}{savings} \right) \times \left( \frac{demand}{cost} \right) + \left( \frac{cooling}{savings} \right) \times \left( \frac{elect.}{cost} \right)$$

# ECM 2 - HVAC Upgrades

## Boiler Retrofit

Carter Parramore - Model Baseline - Natural Gas (70% Eff)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	341.5	296.1	128	39.5	9.4	0	0	0.3	2.5	34.2	124.3	311.5	1,287.40
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	27.4	25.5	28.2	28.9	27.5	4	4.2	23.9	21.8	24.5	22.5	26.2	264.6
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>368.9</b>	<b>321.6</b>	<b>156.2</b>	<b>68.4</b>	<b>36.9</b>	<b>4</b>	<b>4.2</b>	<b>24.2</b>	<b>24.3</b>	<b>58.7</b>	<b>146.9</b>	<b>337.7</b>	<b>1,551.90</b>

Carter Parramore - Boiler Efficiency Improvement (85% Eff)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	281.2	243.8	105.5	32.5	7.8	0	0	0.3	2	28.2	102.4	256.5	1,060.20
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	27.4	25.5	28.2	28.9	27.5	4	4.2	23.9	21.8	24.5	22.5	26.2	264.6
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>308.6</b>	<b>269.3</b>	<b>133.6</b>	<b>61.5</b>	<b>35.2</b>	<b>4</b>	<b>4.2</b>	<b>24.1</b>	<b>23.8</b>	<b>52.7</b>	<b>124.9</b>	<b>282.7</b>	<b>1,324.70</b>

### Boiler Efficiency Improvement

Baseline Fossil Fuel Model	1,552
Model (After New Boiler)	1,325
MMBTU Savings	227
GSF Total	101,339
GSF Eff	68,244
% Total	67%
<b>Guaranteed MMBTU Savings</b>	<b>141</b>
<b>Cost Avoidance</b>	<b>\$ 2,192</b>

# ECM 2 - HVAC Upgrades

## Boiler Retrofit

St. John's - Model Baseline - Oil (74/74/72/72) 70% Eff

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	144.86	128.17	50.61	17.12	3.85	0	0	0	0.59	12.88	46.38	124.86	529.31
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	13.35	12.4	13.69	14.05	13.32	1.89	1.98	11.57	10.56	11.9	10.96	12.74	128.41
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>158.21</b>	<b>140.56</b>	<b>64.3</b>	<b>31.17</b>	<b>17.17</b>	<b>1.89</b>	<b>1.98</b>	<b>11.57</b>	<b>11.15</b>	<b>24.78</b>	<b>57.33</b>	<b>137.59</b>	<b>657.72</b>

St. John's - Model Boiler Replacement - Oil (74/74/72/72) 80% Eff

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	126.75	112.15	44.28	14.98	3.37	0	0	0	0.51	11.27	40.58	109.25	463.14
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	13.35	12.4	13.69	14.05	13.32	1.89	1.98	11.57	10.56	11.9	10.96	12.74	128.41
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>140.1</b>	<b>124.54</b>	<b>57.97</b>	<b>29.03</b>	<b>16.69</b>	<b>1.89</b>	<b>1.98</b>	<b>11.57</b>	<b>11.07</b>	<b>23.17</b>	<b>51.54</b>	<b>121.99</b>	<b>591.56</b>

### Boiler Efficiency Improvement

Baseline Fossil Fuel Model	657.72
Model (After New Boiler)	591.56
MMBTU Savings	66.16
GSF Total	49163
GSF Eff	31630
% Total	64%

<b>Gauranteed MMBTU Savings</b>	<b>39</b>
<b>Cost Avoidance</b>	<b>\$ 808</b>

## ECM 3 - Plumbing Fixtures

BUILDING NUMBER	Total	Baseline	Savings (Gal)	Savings	Quantities					Cost Avoidance	
	STUDENTS	WATER (Gal)	WATER (GAL)	ENERGY (MMBtu)	TOILETS	URINALS	COMMON AREA BATH / CLASSROOM SINKS (NO HOT WATER)	KITCHEN / NURSE SINKS	SHOWERS	WATER	FUEL
CHATTAHOOCHEE ELEMENTARY	215	470,700	170,067	1.95	11	7	28	5	0	\$ 672	\$ 33
GADSDEN CENTRAL ACADEMY	200	0	122,430	0.78	5	2	14	2	0	\$ 484	\$ 13
GADSDEN ELEMENARY MAGNET	125	64,800	19,217	1.95	35	9	22	5	0	\$ 76	\$ 33
GADSEN TECHNICAL INSTITUTE	50	76,600	1,546	3.13	14	11	20	8	0	\$ 6	\$ 52
GEORGE MUNROE ELEMENTARY	733	1,244,800	384,517	2.74	32	8	77	7	0	\$ 1,519	\$ 46
HAVANA ELEMENTARY	603	1,310,700	403,517	1.17	18	4	48	3	0	\$ 1,594	\$ 20
HAVANA MIDDLE	214	1,591,000	522,803	25.69	0	0	66	13	33	\$ 2,065	\$ 428
JAMES A SHANKS	607	2,231,500	732,442	1.95	29	6	99	10	42	\$ 2,893	\$ 33
STEWART STREET ELEMENTARY	530	2,231,500	732,442	1.95	10	1	55	5	0	\$ 2,893	\$ 33
FAMILY INFORMATION		0	3,809	0.39	0	0	1	1	0	\$ 15	\$ 7
MAINTENANCE BUILDING		124,300	40,317	0.78	2	1	2	2	0	\$ 159	\$ 13
PERSONNEL OFFICE		0	3,905	0.00	0	0	1	0	0	\$ 15	\$ -
TRANSPORTATION BUILDING		303,800	91,066	2.50	3	2	6	0	4	\$ 360	\$ 42
CARTER PARAMORE ACADEMY	365	1,400,000	270,596	0.78	8	4	42	2	0	\$ 1,069	\$ 13
DIAGNOSTIC CENTER		0	7,273	0.78	1	0	1	2	0	\$ 29	\$ 13
GREENSBORO ELEMENTARY	415	983,450	334,985	4.69	15	14	46	12	0	\$ 1,323	\$ 78
MAX WALKER ADMINISTRATION		0	5,562	0.39	6	2	9	1	0	\$ 22	\$ 7
WAREHOUSE		0	1,905	0.00	0	0	1	0	0	\$ 8	\$ -
	<b>4,057</b>	<b>12,033,150</b>	<b>3,848,396</b>	<b>52</b>	<b>189</b>	<b>71</b>	<b>538</b>	<b>78</b>	<b>79</b>	<b>\$ 15,201</b>	<b>\$ 860</b>

**Total Cost Avoidance \$ 16,062**

# ECM 4 - Marquee Sign

Area	Components	# Lamps	Watts/Lamp	Connected kW	Sign Utilization Factor	Average Utilized kW	Hours of Operation	Projected kWh Used
Existing Marquee Sign	30 watt Incandescent	2,048	30	61	30%	18.4	2,138	35,469
Marquee Exterior Sign	Red LED Retrofit	2,048	2.8	6	30%	1.7	2,138	3,678
							kWh Saved	31,791
							Cost Avoidance	\$ 3,901

# ECM 5 - Web Enabled HVAC Controls Upgrade

Facility w/ Controls ECM	Yr Built	Primary Technologies			GSF	kWh	Total Cost
		Lighting	Cooling	Heating			
GADSDEN ELEMENTARY MAGNET	1919/1951	T-12	Air Cooled DX	NG	61,953	54,134	\$ 5,127
GRETNA ELEMENTARTY	1924/1963	T-12	Air Cooled Chiller	Propane	50,534	-	
CARTER PARRAMORE	1954/1974	T-12	Air Cooled DX	NG	101,339	-	
HAVANA ELEMENTARY	1955/1980	T-12	Air Cooled Chiller	NG	81,900	-	
GEORGE MUNROE ELEMENTARY	1956/1992	T-12	Air Cooled DX	NG	87,248	138,331	\$ 10,683
WALKER ADMIN	1958/1988	T-12	Air Cooled DX	NG	18,062	49,748	\$ 3,842
ST. JOHN ELEMENTARY	1959/1969	T-12	Air Cooled Chiller	NG	49,163	-	
STEWART STREET ELEMENTARY	1965/1972	T-12	Air Cooled DX	NG	74,810	72,216	\$ 5,577
JAMES A. SHANKS MIDDLE	1967/1987	T-12	Water Cooled Chiller	NG	138,149	-	
CHATTAHOOCHEE ELEMENTARY	1971/1973	T-12	Air Cooled DX	NG	59,861	81,760	\$ 6,587
GADSDEN TECHNICAL	1972/1975	T-12	Air Cooled DX	NG	100,507	73,860	\$ 5,704
TRANSPORATION - BUS GARAGE	1990/1990	T-12	Air Cooled DX	Electric	17,872	2,744	\$ 292
EAST GADSDEN HIGH	2001/2004	T-8	Air Cooled Chiller	Propane	206,005	102,948	\$ 9,099
WEST GADSDEN HIGH	2005/2005	T-8	Air Cooled Chiller	Propane	116,691	124,936	\$ 11,147
						700,677	\$ 58,057

# ECM 6 - Energy Awareness

Facility w/ Controls ECM	Yr Built	Primary Technologies			GSF	kWh	Total Cost
		Lighting	Cooling	Heating			
GADSDEN ELEMENTARY MAGNET	1919/1951	T-12	Air Cooled DX	NG	61,953	33,564	\$ 3,179
GREYNA ELEMENTARY	1924/1963	T-12	Air Cooled Chiller	Propane	50,534	89,340	\$ 8,462
CARTER PARRAMORE	1954/1974	T-12	Air Cooled DX	NG	101,339	120,820	\$ 11,443
HAVANA ELEMENTARY	1955/1980	T-12	Air Cooled Chiller	NG	81,900	112,300	\$ 14,390
GEORGE MUNROE ELEMENTARY	1956/1992	T-12	Air Cooled DX	NG	87,248	25,070	\$ 1,781
WALKER ADMIN	1958/1988	T-12	Air Cooled DX	NG	18,062	-	
ST. JOHN ELEMENTARY	1959/1969	T-12	Air Cooled Chiller	NG	49,163	74,590	\$ 7,065
STEWART STREET ELEMENTARY	1965/1972	T-12	Air Cooled DX	NG	74,810	44,775	\$ 3,458
JAMES A. SHANKS MIDDLE	1967/1987	T-12	Water Cooled Chiller	NG	138,149	-	
CHATTAHOOCHEE ELEMENTARY	1971/1973	T-12	Air Cooled DX	NG	59,861	50,692	\$ 4,084
GADSDEN TECHNICAL	1972/1975	T-12	Air Cooled DX	NG	100,507	45,794	\$ 3,537
TRANSPORATION - BUS GARAGE	1990/1990	T-12	Air Cooled DX	Electric	17,872	-	
EAST GADSDEN HIGH	2001/2004	T-8	Air Cooled Chiller	Propane	206,005	147,300	\$ 11,978
WEST GADSDEN HIGH	2005/2005	T-8	Air Cooled Chiller	Propane	116,691	129,200	\$ 10,340
						873,445	\$ 79,716

# Operational Savings

The operational cost savings described below and identified in Attachment G section 1.2 of the contract are deemed satisfied upon contract execution.

Year 1	\$164,888
Year 2	\$171,484
Year 3	\$178,343
Year 4	\$185,477
Year 5	\$192,896
Year 6	\$200,611
Year 7	\$208,636
Year 8	\$216,981
Year 9	\$225,661
Year 10	\$234,687
Year 11	\$244,075
Year 12	\$253,838
Year 13	\$263,991
Year 14	\$274,551
<b>Total</b>	<b>\$3,016,118</b>

ECM #	Operational Savings Description (OSD)	Cost Avoidance Category (O&M, Capital)	Year 1 Breakdown
1	High Efficiency Lighting Upgrade	O&M	\$22,956
2	High Efficiency HVAC Upgrade	Capital & O&M	\$95,939
3	High Efficiency Plumbing Fixtures	O&M	\$702
4	High Efficiency Marquee Sign	O&M	\$3,291
5	Web Enabled HVAC Controls Upgrade	O&M	\$2,000
6	Web-Based Maintenance Management	O&M	\$40,000
	<b>Total</b>		<b>\$164,888</b>



# Site Visit Findings

---

George Monroe	Bldg 11 Café Bldg 9804	Hallway can be delamped. Tstat can be set down to 69 degrees Tstat can be set down to 69 degrees Temporary A/C unit be used
Carter	Bldg 1 Library Café	Door weather-stripping in bad condition set at 72 degrees OSA filters need cleaning. Tstat set at 72 degrees
Stewart Street Elem	Café 49B	Tstat on stage behind heavy curtains, should be moved STE HP01 Tstat not working STE HP02 Tstat 72 degrees 98-14 not working
Chattahoochee	Office Area	Several Tstat can be set down to 68 degrees Allows programming

\*\* Many T7350s have been replaced by the customer causing operational problems

# Energy Savings Tips

---

## The Goal

- Eliminate wasted energy in buildings while ensuring a comfortable and safe learning environment for all students and staff.
- Educate every student and employee about contributing to energy efficiency so that every person will be an energy saver, as well as an energy user.

## General Energy Savings Tips

- Be sure all automatic controls are in good working condition, calibrated properly and reviewed often.
- Monthly, review time schedules in the programmable thermostats. Make the most of your energy management system or programmable thermostats by turning heating/cooling systems off during unoccupied periods, including holidays, and maintaining energy-saving temperature setpoints. Start a shutdown list and hand out for use at each site during holidays and summertime. *Did you know that:*

Heating and cooling an average-sized elementary school is like heating and cooling 40 average-sized homes?

For every hour that an HVAC system operates at an average-sized elementary school when no one is there, it costs about \$15 to heat and \$14 to cool?

Every degree a thermostat is lowered during heating season or raised during cooling season decreases costs by 3-5%?

- Turn lights off in all areas, especially gyms, cafeterias, and auditoriums, when they are not occupied; instruct custodians to shut lights off as soon as classes end and turn them on again in an area only while cleaning it. (The average classroom can save \$25 a year by shutting off the lights for 2 additional hours each day.)
- Use daylight (it's free) to enhance lighting and reduce the use of electric light.
- Turn off computers, copiers, and other office machines every night, and make sure they are set on "energy-saver" mode while in use.
- Install Vending Misers on canned/bottled drink and other vending machines to turn them off 12 hours a day. Permanently de-lamp vending machines and disconnect ballasts, and turn them off completely during months when school is not in session. (Note: The cost of operating vending machines can exceed the shared revenue provided by the vendor.)
- Turn off exhaust fans in kitchens and bathrooms during unoccupied periods.
- Use equipment that consumes high amounts of electricity before noon whenever possible. This helps cut peak demand charges on a school's utility bill. This type of equipment includes kilns, electric ovens, sawdust collectors, and sports lights.
- Limit the use of small refrigerators in classrooms. Approximate annual cost is \$75 to \$90 per unit.

# Energy Savings Tips

---

## Prepare for Heating Season

- Clean boilers, test all heating-related equipment, and check piping for steam leaks to be sure everything is in good working order *before* it is needed.
- Keep hot water temperatures to 120-130 degrees Fahrenheit for sinks and showers.
- Routinely inspect steam traps and repair those not operating properly. Avoid the domino effect of Steam trap failure = Loss of condensate = Increased make-up water = Increased use of costly treatment chemicals and Increased fuel consumption
- Insulate, caulk and repair or replace weather stripping around doors and windows to reduce heat loss.
- Be sure that building doors, as well as individual classroom and office doors, are closed when heating equipment is in operation. Repair gaps in doors.
- Space heaters use 1000 watts per hour. Flat leg or foot warmers may be substituted and use much less energy (approximately 100 watts per hour). These devices should be turned off at the end of the day.
- Negotiate fuel contracts whenever possible to avoid the unpredictable and frequent price spikes that occur each year.

## Cooling Season Tips

- If your air conditioning systems have automatic temperature controls, make sure outside air dampers are closed during unoccupied times.
- Be sure that building doors, as well as individual classroom and office doors, are closed when air conditioning equipment is in operation. Repair gaps in doors.
- Where cross-ventilation is available during mild weather, shut down air conditioning equipment and open windows and doors.
- Do not turn lights on unless needed, as they add heat to the building.

# Glossary of Terms

---

actual cost	Actual energy cost taken directly from utility bill.
actual savings	Savings derived through the Metrix™ program; baseline less actual costs. Positive actual savings indicate utility costs have been reduced after adjusting for weather and other variables in dollars.
balance point	(HtgDD), the outdoor temperature below which space heating is required or (ClgDD), the outdoor temperature above which space cooling is required.
baseline	The adjusted, tuned pre-retrofit bills (usually 1 year) used to compare to post-installation usage in order to calculate savings.
baseline cost	Cost calculated for the baseline using current rates.
billed dollars	Amount billed from utility company.
bill matching	Adjustment made by Metrix™ to account for differing number of days in the billing period before calculating cost avoidance.
cost avoidance	The difference between the baseline cost and the actual or SimActual cost in dollars.
degree-day	Unit representing one degree of difference between the balance point selected and the average temperature during one day.
EER	Energy Efficiency Ratio of cooling equipment defined as the cooling effect in BTU's divided by the power use in watts
guarantee period	Time period specified in contract for which Honeywell will guarantee energy savings.
guarantee year	Number identifying for which year the review is performed based on the number of years the guarantee is in effect.
guaranteed savings	Those savings Honeywell promises the customer through the use of maintenance programs, retrofits, upgrades and energy management systems.

# Glossary of Terms

---

HVAC	Industry standard abbreviation for Heating, Ventilating and Air Conditioning.
HtgDD/ClgDD	HtgDD = Heating degree-days ClgDD = Cooling degree-days
kW	Kilowatt - a unit of electrical power, equal to 1000 watts.
kWh	Kilowatt hours - a unit of electrical energy or work, equal to that done by one kilowatt acting for one hour.
modification	An allowance for changes in the facility which affect utility usage that occur while tracking the performance of a meter. Modifications correct both the actual and baseline usage and cost for meters.
pre-installation	Time period (start month and stop month, typically one year's time) that is used as a benchmark for comparison which consists of all energy bills applicable to the retrofit.
$R^2$	A measure of how well the independent variable in a regression can explain changes in the dependent variable. An $R^2 = "1.0"$ indicates a perfect correlation.
rate tariff	Actual amount the utility company charges per unit of energy or demand; used by Metrix™ to calculate utility costs for the SimActual & Baseline scenarios.
reference year	The actual usage for designated baseline period.
review period	Time period for which savings are reported.
runtime adjustment	Adjustment made for those hours equipment has run beyond the operating hours specified in the contract.
simactual	The total cost for the billing period as calculated by Metrix™.
weather adjustment	Adjustment made by Metrix™ for weather variations using degree days.

## Cost Avoidance Report Delivery Receipt

**Honeywell has presented the Cost Avoidance Report for  
Gadsden County Schools  
M&V Contract No. 992-85-12329**

This annual report details savings results for Year 1 of 14 and indicates energy & operational savings of \$462,869 for the year, as compared to the contractual Year 1 guarantee per the contract of \$458,618. The cumulative overall total cost avoidance through the end of Year 1 is \$462,869 as compared to the cumulative total guarantee per the contract of \$458,618. This calculates into a contract to date excess cost avoidance of \$4,251.

**Please sign below to acknowledge receipt of this report. Your signature does not indicate acceptance of the results.**

**Please sign, scan and email this sheet to [Dan.Ponton@Honeywell.com](mailto:Dan.Ponton@Honeywell.com)  
Or Fax it to 407-650-3488**

If the results are not agreed upon, Gadsden County Schools has forty-five (45) days from the delivery date of this report to provide a detailed explanation and request for action, in writing, to:

Honeywell International Inc.  
Attn: Dan Ponton  
3657 Maguire Blvd., Suite 100  
Orlando, FL 32803

Otherwise, the cost avoidance results will be deemed accepted.

Received by:

Presented by:

\_\_\_\_\_  
Name (please print)

Dan Ponton, MVS  
\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8d

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEM:** Contractual Service Agreement Between Tallahassee Community College and the Gadsden County Schools In Support of Adult Education Career Pathways for Gadsden County

**DIVISION:** Academic Services

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

**PURPOSE AND SUMMARY OF ITEM:**

A Contractual Service Agreement Between Tallahassee Community College and the Gadsden County Schools In Support of Adult Education Career Pathways for Gadsden County. A partnership to build the capacity of eligible providers responsible for adult education and literacy services in Gadsden County to increase the number of percentage of adult education students who enter postsecondary education and earn a degree, certificate and/or industry credential.

**FUND SOURCE:** 420

**AMOUNT:** \$64,595.00

**PREPARED BY:** Rosalyn W. Smith 

**POSITION:** Assistant Superintendent for Academic Services

---

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

This form is to be duplicated on light blue paper.

**CONTRACTUAL SERVICE AGREEMENT**

*between*

**TALLAHASSEE COMMUNITY COLLEGE**

*and the*

**GADSDEN COUNTY SCHOOLS**

*in support of*

**ADULT EDUCATION CAREER PATHWAYS FOR GADSDEN COUNTY**

**THIS CONTRACTUAL SERVICE AGREEMENT** is entered into by and between Gadsden County Schools (hereinafter referred to as “**GCS**”) whose address is 35 Martin Luther King, Jr. Blvd., Quincy, FL 32351 and Tallahassee Community College (hereinafter referred to as the “**SUBCONTRACTOR**”) whose address is 444 Appleyard Drive, Tallahassee, FL 32304.

WHEREAS, GCS and the SUBCONTRACTOR are educational providers responsible for adult education and literacy services in Gadsden County, Florida;

WHEREAS, GCS and the SUBCONTRACTOR (hereinafter collectively referred to as the “**Parties**”) have established a partnership to build the capacity of eligible providers responsible for adult education and literacy services in Gadsden County to increase the number and percentage of adult education students who enter postsecondary education and earn a degree, certificate and/or industry credential;

WHEREAS, the Parties formed this partnership in order to implement the terms and conditions of the Florida Department of Education (hereinafter referred to as “**FLDOE**”) initiative titled “Building an Adult Education Career Pathways System for Transitioning to Postsecondary Education”, which is made possible by federal financial support awarded through FLDOE;

WHEREAS, Page 19 of the FLDOE Request for Proposal for TAPS Number 11B034 in support of this initiative provides that:



**“Contractual Service Agreements** must be in compliance with Florida Statutes, Sections 215.422, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code. Applicants proposing fiscal/programmatic agreements should carefully review and follow the guidance of the *State of Florida Contract and Grant User Guide*, Chapter 3, Agreements at URL: <http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>. All proposed contractual expenditures between the fiscal agent and subcontractors shall be accompanied by a formal, properly executed (e.g., agency heads or designees’ signatures), clear and comprehensive agreement which provides the legal basis for enforcement. Because the success of a project can be directly linked to the quality of the agreement, issuing a formal agreement is critical.”

WHEREAS, pursuant to these requirements, the Parties have agreed to execute a formal agreement (hereinafter referred to as the **“Agreement”**) between the Parties describing fiscal and other responsibilities of the Parties;

WHEREAS, the terms of this Agreement are intended to provide the programmatic, fiscal and administrative framework for the Parties to cooperate in the performance of the project; and

WHEREAS, it is understood that this Agreement constitutes a subcontract under GCS’s proposed prime award from FLDOE for the initiative titled “Adult Education Career Pathways Program for Gadsden County” (hereinafter referred to as the **“Project”**) and is dependent upon the availability of FLDOE funding.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained in this Contractual Service Agreement, the Parties agree:

#### **ARTICLE 1 – SCOPE OF WORK**

Pursuant to the Florida Department of Financial Services’ Contract and Grant Management User Guide, a **Scope of Work** is required as part of this Agreement. The SUBCONTRACTOR shall collaborate with GCS to build the capacity of eligible providers responsible for adult education and literacy services in Gadsden County to increase the number and percentage of adult education students who enter postsecondary education and earn a degree, certificate and/or industry credential. In partnership with GCS, the SUBCONTRACTOR shall provide the necessary personnel and facilities to conduct the following Scope of Work:

a. **Program Design** – The SUBCONTRACTOR shall collaborate with GCS to attain the following specific goals:

- 1) **Develop a Five-Year Strategic Plan** by establishing a Steering Committee and developing a plan to implement curriculum, professional development for faculty and staff, guidance services, student support services, access to community support services and transition support for students to develop and execute a career pathway. The Strategic Plan will be tailored to serve the Gadsden County area's job demand needs. The Five-Year Strategic Plan will be developed using the required template for the Strategic Plan at <http://www.fldoe.org/workforce/dwdgrants/adulted.asp>.
- 2) **Implement the Five-Year Strategic Plan** by initiating curriculum, professional development for faculty and staff, guidance services, student support services, access to community support services and transition support for students to develop and execute a career pathway.

**TABLE 1. PROJECT SCHEDULE, GOALS, OBJECTIVES, ACTIVITIES, DELIVERABLES AND COST ANALYSIS**

Goal	Objectives	Activities	Deliverables	Cost Analysis	Start	End	Distribution to TCC
<b>Goal 1: Develop a Five-Year Strategic Plan</b>	<ul style="list-style-type: none"> <li>Establish a Steering Committee to guide the development of the Five-Year Strategic Plan</li> <li>Develop a plan to implement curriculum, professional development for faculty and staff, guidance services, student support services, access to community support services and transition support for students to develop and execute a career pathway</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment of members from GCS, TCC, WORKFORCE plus, Inc., and the Business community</li> <li>Tailor the Strategic Plan to area needs</li> <li>Establish visual diagrams to show current career pathways</li> <li>Hold Steering Committee meetings</li> <li>Establish an action plan component of the Steering Committee</li> <li>Submit the Strategic Plan to FLDOE</li> </ul>	<ul style="list-style-type: none"> <li>Steering Committee meeting documents</li> <li>Strategic Plan</li> <li>Action Plan</li> </ul>	\$0 of grant award funding handled by TCC and GCS staff; grant-supported personnel not hired at this time	5/23/11	6/30/11	\$ 0
<b>Goal 2: Implement the Five-Year</b>	<ul style="list-style-type: none"> <li>Hire project personnel</li> <li>Review the Five-</li> </ul>	<ul style="list-style-type: none"> <li>Meet with GCS Adult Education staff</li> <li>Observe classroom</li> </ul>	<ul style="list-style-type: none"> <li>Steering Committee meeting documents</li> </ul>	<u>Quarterly Payments</u> will be made to the Subcontractor	5/23/11	6/30/12	Within 10 days of receipt of quarterly

<p><b>Strategic Plan</b></p>	<p>Year Strategic Plan</p> <ul style="list-style-type: none"> <li>● Initiate the Five-Year Strategic Plan by implementing curriculum, professional development for faculty and staff, guidance services, student support services, access to community support services and transition support for students to develop and execute a career pathway</li> </ul>	<p>lessons</p> <ul style="list-style-type: none"> <li>● Review Choices</li> <li>● Plan Assembly Program to meet students and introduce Career Pathways</li> <li>● Start meeting with individual students to develop Choices components</li> <li>● Research contextualized lesson plans</li> <li>● Collect data on progress activities including participants' progress, and report results to Steering Committee and FLDOE</li> </ul>	<ul style="list-style-type: none"> <li>● Strategic Plan</li> <li>● Action Plan</li> </ul>	<p>by TCC on the following basis pursuant to the approved budget:</p> <p><u>Increments of Payments</u> will be made to the Subcontractor by GCS on the following basis pursuant to the approved budget:</p> <ul style="list-style-type: none"> <li>● The Part-time Career Pathways Specialist will be reimbursed at a rate of \$24.47/hr including fringe benefits x 1,300 hours = \$31,811</li> <li>● Supplies and Materials costs will be reimbursed up to \$50 upon</li> </ul>			<p>invoices and quarterly technical reports from TCC, it is GCS's intent to distribute the following estimated amounts to TCC:</p> <ul style="list-style-type: none"> <li>● \$8,265.25 for the calendar quarter ending 9/30/11;</li> <li>● \$8,26.25 for the calendar quarter ending 12/31/11;</li> <li>● \$8,265.25 for the calendar quarter ending 3/31/12, and</li> </ul>
------------------------------	--	---	---	---	--	--	--

				<p>the receipt of invoices that reflect project activities in quarterly reports</p> <ul style="list-style-type: none"> <li>• Administrative costs will be paid to the Subcontractor at an established rate with total payment not to exceed \$1,200</li> </ul>		<ul style="list-style-type: none"> <li>• \$8,265.25 for the calendar quarter ending 6/30/12.</li> </ul> <p>Total compensation shall not exceed \$33,061 for the project performance period. The estimated quarterly distributions may be adjusted as reflected by actual invoices.</p>
--	--	--	--	--	--	--

**ARTICLE 2 – EFFECTIVE DATE OF AGREEMENT**

This Agreement is entered into effective May 23, 2011.

**ARTICLE 3 - PERIOD OF PERFORMANCE**

This Agreement shall begin on the effective date and shall not extend beyond **June 30, 2012**.

**ARTICLE 4 – FINANCIAL SUPPORT**

This is a reimbursement Agreement not to exceed \$33,061 from **May 23, 2011** through **June 30, 2012**, contingent upon the availability of funds from FLDOE. Serially numbered invoices from the SUBCONTRACTOR shall be sent to GCS on a quarterly basis in accordance with Article 5 below. The invoices shall contain sufficient detail to enable the GCS Chief Financial Officer to review and approve them. Criteria to measure the SUBCONTRACTOR's success shall consist of the following evidence: A description of activities that were performed by the SUBCONTRACTOR during the reporting period for which the invoice requests reimbursement including minutes of meetings, the Five-Year Strategic Plan, Student Choices files, and any deliverables in accordance with this Agreement. In the event that required deliverables are not provided to GCS by the SUBCONTRACTOR, GCS shall withhold payment. The SUBCONTRACTOR shall submit invoices to the Gadsden County Schools, 201 Martin Luther King, Jr. Boulevard, Quincy, FL 32351.

The SUBCONTRACTOR agrees to make expenditure records available for GCS or FLDOE audit purposes. It is the responsibility of the SUBCONTRACTOR to retain records for financial transactions and supporting documentation for auditing purposes. If records are requested by FLDOE or the State of Florida Division of Financial Services, all records must be provided. Records should be maintained for five years from the last day of the program or longer if there is an ongoing investigation or audit. The policies of SUBCONTRACTOR concerning all financial expenditures shall meet all applicable state and federal regulations. Section 311 (a) of the Adult Education and Family Literacy Act states that the funds made available for Career and Technical Education activities shall supplement and not supplant non-federal funds expended for Career and Technical Education programs. In addition, it is the responsibility of the SUBCONTRACTOR to coordinate and insure non-duplication with other federal and state education, training, corrections, public housing, and social service programs.

**ARTICLE 5 – COST ANALYSIS**

Pursuant to the Florida Department of Financial Services’ Contract and Grant Management User Guide, a **Cost Analysis** is required as part of this Agreement. In response to this requirement, the Parties provide a clear and **quantitative** explanation below of what and how TCC will internally develop, implement and validate for cost the \$33,061 in Federal funds. The submission of the Scope of Work in Article 1 and Cost Analysis in Article 5 serve as backup information to the DOE Form 101S that is required by FLDOE for ensuring only a reasonable portion (competitive/fair market value) of the funds; this requirement is a pre-requisite to receiving recommendation for the budget and overall application. In accordance with Chapter 2 of the Contract and Grant Management User Guide, Florida Statute 216.3475 states that a person or entity that is awarded funding on a non-competitive basis may not be paid more than the competitive market rate. In the absence of a competitive procurement, the Parties hereby provide the following **Cost Analysis** below to ensure a fair price and compliance with Section 216.3475 F.S.

**TABLE 2. COST ANALYSIS EXPLANATION**

Cost Analysis Item	Explanation
1. What is the specific task (in measurable terms) that will be performed by the SUBCONTRACTOR?	The SUBCONTRACTOR shall develop one (1) Five-Year Strategic Plan by June 30, 2011, and implement one (1) Five-Year Strategic Plan by June 30, 2012.
2. Exactly what deliverables will be developed?	The SUBCONTRACTOR shall submit a Five-Year Strategic Plan and quarterly progress reports.
3. How many deliverables (deliverables must be quantifiable units)?	One (1) Five-Year Strategic Plan and four (4) quarterly progress reports
4. At what rate (per unit) will TCC be paid as the SUBCONTRACTOR?	The SUBCONTRACTOR shall be compensated pursuant to the approved project budget as shown on DOE 101S (Rev. 8/10). Based upon the receipt of quarterly invoices, the SUBCONTRACTOR shall be compensated for personnel, travel and supply costs that are incurred using the SUBCONTRACTOR’s established schedules and procedures for providing/procuring such services and products.
5. By what date will the deliverable be due to the fiscal agent (GCS) and the FLDOE - (6/30/12)?	The Five-Year Strategic Plan will be delivered by June 30, 2011. The quarterly progress reports will be delivered by September 30, 2011; December 31, 2011; March 31, 2012, and June 30, 2012.

<p>6. To whom will the deliverables be presented to ensure that it meets minimum standards?</p>	<p>Ms. Debra Rackley Gadsden Technical Institute Gadsden County Schools 35 Martin Luther King, Jr. Boulevard Quincy, FL 32351</p>
<p>7. What documentation will be required to validate that the deliverables meet minimum standards?</p>	<p>Serially numbered invoices from the SUBCONTRACTOR shall be sent to GCS in accordance with Article 4. The invoices shall contain sufficient detail to enable the GCS Chief Financial Officer to review and approve them.</p>
<p>8. What event(s) will trigger payment to the SUBCONTRACTOR as the developer of this product?</p>	<p>Invoices submitted to GCS by the SUBCONTRACTOR by written instrument; after review and upon written approval GCS, the invoices will be transmitted to the GCS Business Office for payment</p>
<p>9. What will be the method of payment?</p>	<p>It is envisioned that payment will be made by Electronic Fund Transfer (ETF) to an account designated by the SUBCONTRACTOR. An email confirming the ETF will be transmitted by the GCS Business Office to an email address designated by the SUBCONTRACTOR describing the payment. If EFT payment is not appropriate for any reason, vouchers will be prepared by GCS and mailed to the SUBCONTRACTOR.</p>
<p>10. What will be the frequency of payments?</p>	<p>Quarterly</p>
<p>11. What criteria will be used to specify and validate a minimum level of service?</p>	<p>GCS shall review each invoice, compare the expenditures to the approved budget, and process the payment within ten (10) days of receipt from the SUBCONTRACTOR</p>
<p>12. What will be the remedy for non-performance in the event that the deliverable does not meet minimum standards?</p>	<p>GCS and the SUBCONTRACTOR shall schedule a meeting to discuss and remedy any issues within the terms of this Agreement and applicable state and federal requirements.</p>
<p>13. What evidence and by what date will it be provided to the FLDOE (Adult Education Career Pathways System Coordinator) to validate that GCS paid TCC only for services rendered pursuant to the approved Scope of Work and Cost Analysis?</p>	<p>A final technical report and a final financial report shall be provided to FLDOE by June 30, 2012 in addition to quarterly progress reports and regular financial reports.</p>



**ARTICLE 6 - REPORTING REQUIREMENTS**

The SUBCONTRACTOR shall render to GCS’s contractual and technical representatives, the deliverables as outlined in this article and are to be included with the invoice submitted.

**TABLE 3. DELIVERABLES AND DUE DATES**

<b>Invoice and Deliverable Due Date</b>	<b>Deliverable</b>	<b>Distribution to TCC</b>
June 30, 2011	Five-Year Strategic Plan	\$ 0
September 30, 2011	Quarterly Status/Progress Report	<p>Within 10 days of receipt of a quarterly invoice and a quarterly technical report from TCC, it is GCS’s intent to distribute the following estimated amount to the college:</p> <ul style="list-style-type: none"> <li>● \$8,265.25 for the calendar quarter ending 9/30/11</li> </ul> <p>The estimated quarterly distribution may be adjusted as reflected by the actual invoice. Total compensation shall not exceed \$33,061 for the project performance period.</p>
December 31, 2011	Quarterly Status/Progress Report	<p>Within 10 days of receipt of a quarterly invoice and a quarterly technical report from TCC, it is GCS’s intent to distribute the following estimated amount to the college:</p> <ul style="list-style-type: none"> <li>● \$8,265.25 for the calendar quarter ending 12/31/11</li> </ul> <p>The estimated quarterly distribution may be adjusted as reflected by the actual invoice. Total compensation shall not exceed \$33,061 for the project performance period.</p>
March 31, 2012	Quarterly Status/Progress Report	<p>Within 10 days of receipt of a quarterly invoice and a quarterly technical report from TCC, it is GCS’s intent to distribute the following estimated amount to the college:</p> <ul style="list-style-type: none"> <li>● \$8,265.25 for the calendar quarter ending 3/31/12</li> </ul>

		The estimated quarterly distribution may be adjusted as reflected by the actual invoice. Total compensation shall not exceed \$33,061 for the project performance period.
June 30, 2012	Quarterly Status/Progress Report	<p>Within 10 days of receipt of a quarterly invoice and a quarterly technical report from TCC, it is GCS's intent to distribute the following estimated amount to the college:</p> <ul style="list-style-type: none"> <li>● \$8,265.25 for the calendar quarter ending 6/30/12</li> </ul> <p>The estimated quarterly distribution may be adjusted as reflected by the actual invoice. Total compensation shall not exceed \$33,061 for the project performance period.</p>

**ARTICLE 7 – COSTS**

In accordance with the U.S. Office of Management and Budget (hereinafter referred to as “OMB”) Circular A-21 “Cost Principles for Educational Institutions,” all costs associated with this Agreement shall be reasonable, allowable, allocable, and documented, and require repayment for all disallowed costs.

**ARTICLE 8 - ADMINISTRATIVE PERSONNEL**

The Project Director/Principal Investigator for GCS is Ms. Debra Rackley, Gadsden Technical Institute, Gadsden County Schools, 201 Martin Luther King, Jr. Boulevard, Quincy, FL 32351. The Project Director/Principal Investigator for the SUBCONTRACTOR is Ms. Harriett Abrams, Program Coordinator, Adult Education and Adult Literacy, Center for Workforce Development Tallahassee Community College, 444 Appleyard Dr., Tallahassee, FL 32304-2895, 850/201-6104. Pursuant to the Adult Education the Family Literacy Act, Section 233 (a)(1)(2): “not less than 95 percent shall be expended for carrying out adult education and literacy activities; and the remaining amount, not to exceed five percent, shall be used for planning, administration, personnel development, and interagency coordination.”

**ARTICLE 9 – AMENDMENTS**

Proposed programmatic and budget changes to the project should be properly submitted to

FLDOE Bureau of Grants Management Funds in accordance with the Section B of the Project Application and Amendment Procedures for Federal and State Programs (Green Book). Funds in the budget categories approved by FLDOE may not be diverted to other categories of expense without written approval by FLDOE and in accordance with all applicable requirements. If FLDOE approves such budget revisions, these changes shall be accepted and implemented by the Parties without amending this Agreement. Copies of the revised budget and FLDOE approval document shall be maintained in GCS and SUBCONTRACTOR records for accounting, reporting and auditing purposes.

#### **ARTICLE 10 – RECORD, RETENTION & INSPECTIONS**

Pursuant to the Education Department General Administrative Regulations 34 CFR 80.42(b)(2)&(c), the length of the retention period, except as otherwise provided, requires records to be retained for five years from the last activity or longer if there is an ongoing investigation or audit. The SUBCONTRACTOR shall maintain all records and make such records available as requested. Records shall include financial records, statistical records and other documents pertinent to the award. All records shall be maintained for a minimum of 3 years past the expiration or termination of the Agreement. All records are subject to inspection, review, or audit by GCS personnel, FLDOE or any duly authorized representative, Office of the Auditor General of the State of Florida, and/or any other personnel of the funding agency.

FLDOE, through authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by FLDOE on the premises of the SUBCONTRACTOR, GCS shall provide and shall require the SUBCONTRACTOR to provide all reasonable facilities and assistance for the safety and convenience of the FLDOE representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the work.

#### **ARTICLE 11 - PUBLICATION**

The SUBCONTRACTOR is encouraged to publish the results of the SUBCONTRACTOR'S work under this Agreement. All publications or materials developed under or based on the grant award will be made available to the cognizant FLDOE program officer immediately after

publication. Instructional materials developed and used under this grant shall be made available for public inspection upon request.

## **ARTICLE 12 - INTELLECTUAL PROPERTY/WORK PRODUCTS**

The SUBCONTRACTOR is subject to the following FLDOE provisions regarding intellectual property/work products:

- a. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with, this Grant/Contract shall become the exclusive property of the State of Florida and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the Grantee/Contractor nor any individual employed under this Grant/Contract shall have any proprietary interest in the product.
- b. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by FLDOE pursuant to s. 1006.39, F.S., on behalf the State of Florida.
- c. In the event it is determined as a matter of law that any such work is not a "work for hire," grantee shall immediately assign to FLDOE all copyrights subsisting therein for the consideration set forth in the Grant/Contract and with no additional compensation.
- d. The foregoing shall not apply to any pre-existing software, or other work of authorship used by Grantee/Contractor, to create a Deliverable but which exists as a work independent of the Deliverable, unless the pre-existing software or work was developed by Grantee pursuant to a previous Contract/Grant with FLDOE or a purchase by the FLDOE under a State Term Contract.
- e. FLDOE shall have full and complete ownership of all software developed pursuant to the Grant/Contract including without limitation: **1)** The written source code; **2)** The source code files; **3)** The executable code; **4)** The executable code files; **5)** The data dictionary; **6)** The data flow diagram; **7)** The work flow diagram; **8)** The entity relationship diagram; and **9)** All other documentation needed to enable FLDOE to support, recreate, revise, repair, or otherwise make use of the software.

### **ARTICLE 13 - EQUIPMENT**

The purchase of equipment is limited to specific equipment approved by FLDOE under this agreement and in accordance with state and federal requirements related to this equipment. OMB Circular A-87(15)(b)(2), Equipment and other capital expenditures states: Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of the awarding agency. Any equipment purchases not listed on the original budget approved by FLDOE require an amendment submission and approval prior to purchase by the agency awarded the funding. Pursuant to the 2011-12 Request for Proposals (hereinafter referred to as "RFP"), agencies must provide detailed descriptions/specification of all equipment items to be purchased having a unit value of \$1,000 or more with a useful life of one year or more. Moreover, there is a limit \$5,000 per allocation (grant) of expenditures on any equipment purchased with the Adult Education Career Pathways System for Transitioning to Postsecondary Education funds and the equipment must be used solely for the purpose(s) of administering the program.

### **ARTICLE 14 – INVENTORY**

The SUBCONTRACTOR shall comply with applicable inventory requirements. The Florida Administrative Code, Rule, 69I-72.002, Threshold for Recording Tangible Personal Property for Inventory Purposes states: "All tangible personal property with a value or cost of \$1,000 or more and having a projected useful life of one year or more shall be recorded in the state's financial system as property for inventory purposes." Rule, 69I-72.003, Recording of Property, states: "Maintenance of Property Records – Custodians shall maintain adequate records of property in their custody."

### **ARTICLE 15 – INVENTORY**

In the event that the Parties do not fulfill the requirements set forth under Section 2: "Scope of Work" without documentation of a reasonable and justifiable explanation, the SUBCONTRACTOR will return funds per unfulfilled item(s).

### **ARTICLE 16 – SUB-CONTRACTING/SUB-GRANTING**

This Agreement does not provide for sub-contracting or sub-granting by the SUBCONTRACTOR.

## **ARTICLE 17 - LIMITATIONS OF LIABILITY/INDEMNIFICATION**

- a. GCS and the SUBCONTRACTOR acknowledge that their liability is protected by the limits of sovereign immunity, including their ability to indemnify any person, firm, or corporation; that the State of Florida is self-insured to the extent of its liability under law; and that liability in excess of that specified in statute may be awarded only through special legislative action. Accordingly, any liability and indemnification provisions contained in the Agreement shall be effective as to both Parties only to the extent permitted by Florida law; and any provision requiring the Parties to provide insurance coverage other than the State of Florida self-insurance shall not be effective.
- b. In no event shall either Party, its parent, subsidiaries, or affiliates and their respective officers, directors, trustees, agents and employees be liable (in contract or in tort, including negligence, or otherwise) to the other Party for indirect, incidental or consequential damages, resulting from the other Party's performance, nonperformance, or delay in performance of its obligations under this Contract.
- c. To the extent expressly authorized by the laws and Constitution of the State of Florida, both Parties shall hold the State of Florida, the Division of Florida Colleges, or the other Party and their officers, employees, and agents harmless from and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings and judgments from claims arising or resulting from the acts or omissions of the other Party or the acts or omissions of others under their supervision or control.
- d. Each of the Parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.

## **ARTICLE 18 - HUMAN SUBJECTS**

No research involving humans is planned or authorized under this Agreement.

## **ARTICLE 19 – LABORATORY ANIMALS**

No research involving animals is planned or authorized under this Agreement.

## **ARTICLE 20 - DEBARMENT AND SUSPENSION**

The SUBCONTRACTOR certifies, to the best of its knowledge and belief, that TCC:

- a. Is not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any State or Federal agency;
- b. Has not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against TCC for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;
- c. Is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision, and
- d. Has not within a 3-year period preceding this application had one or more contracts terminated for default by any Federal agency.

**ARTICLE 21 - NON-DELINQUENCY ON FEDERAL DEBT**

The SUBCONTRACTOR certifies that it is not delinquent on the repayment of any federal debt. For the purposes of this certification, the following definitions of delinquency apply:

- a. For direct loans and fellowships (whether awarded directly to the applicant by the Federal Government or by an institution using Federal funds), a debt more than 31 days past due on a scheduled financial payment. (This definition excludes “service” payback under the National Research Service Award.)
- b. For guaranteed and insured loans, recipients of a loan guaranteed by the Federal Government that the Federal Government has repurchased from lender because the borrower breached the loan agreement and is in default.
- c. For Contracts, organizations in receipt of a “Notice of Contracts Cost Disallowance” which have not repaid the disallowed amount or which have not resolved the disallowance. (This definition excludes disallowance(s) in an “appeal” status.)

**ARTICLE 22 – ASSIGNMENT AND TERMINATION**

The SUBCONTRACTOR may not assign, delegate or transfer the Agreement or any obligations or duties there under without the prior written consent of GCS. Any purported assignment,

transfer or delegations in contravention of this Article shall be voided.

If GCS's award should be terminated during the performance of this subcontract, or should the funding for support be deleted or reduced, GCS may upon thirty (30) days written notice to the SUBCONTRACTOR terminate this Agreement upon reasonable notice consistent with the termination of the award.

GCS may terminate this Agreement at any time, for any reason other than stated above, upon thirty (30) days written notice to SUBCONTRACTOR. In the event this Agreement is terminated, the SUBCONTRACTOR shall be compensated on a fixed rate basis as noted above for all deliverables accomplished to-date. The SUBCONTRACTOR and GCS will consult prior to termination.

The SUBCONTRACTOR may terminate this Agreement at any time, for any reason other than stated above, upon thirty (30) days written notice to GCS.

#### **ARTICLE 23 - MODIFICATIONS**

Modifications to this Agreement may be made only in writing signed by authorized representatives of both Parties. Proposed programmatic and budget changes to the project shall be properly submitted to FLDOE Bureau of Grants Management Funds in accordance with the Section B of the Project Application and Amendment Procedures for Federal and State Programs (Green Book).

#### **ARTICLE 24 - DRUG-FREE WORKPLACE CERTIFICATION**

By signing this Agreement, the SUBCONTRACTOR certifies that it is in compliance with the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F.

#### **ARTICLE 25 – CONFIDENTIALITY OF STUDENT RECORDS**

Both Parties agree to abide by all laws and regulations regarding student records, including Family Education Rights and Protection Act (FERPA).

#### **ARTICLE 26 - GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Florida, and to the extent



applicable, the by the laws of the United States. Any dispute between the parties concerning the terms of this Agreement shall be decided in a court of competent jurisdiction over the parties and subject matter hereto in Gadsden County, Florida.

**ARTICLE 27 – ORDER OF PRECEDENCE**

In the event of conflict of any of the terms and conditions contained in the FLDOE award document versus this Agreement, the following shall be the order of precedence: **a)** FLDOE Award Document, and **b)** This Contractual Service Agreement.

**ARTICLE 28 - ENTIRE AGREEMENT**

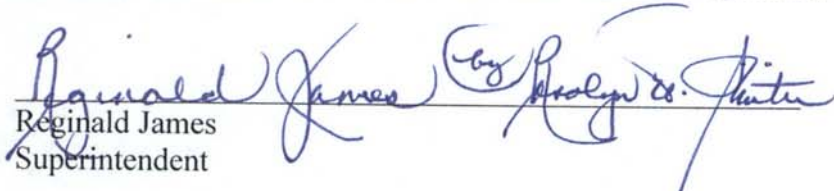
This document constitutes the entire Agreement of the parties with respect to the subject matter hereof. Any other agreement, written or oral, is hereby superseded.

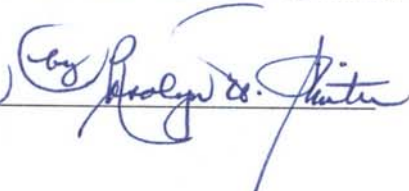
If any one or more of the provisions in this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions of this Agreement shall not be in any way affected or impaired thereby and shall remain in full force and effect.

**ARTICLE 29 – ENDORSEMENTS**

*IN WITNESS WHEREOF*, the parties hereto have executed this Contractual Service Agreement.

**GADSDEN COUNTY SCHOOLS  
BY AND ON BEHALF OF ITS BOARD OF EDUCATION**

  
Reginald James  
Superintendent

  
Date 6/23/11

**TALLAHASSEE COMMUNITY COLLEGE  
BY AND ON BEHALF OF ITS BOARD OF TRUSTEES**

  
Jim Murdaugh, Ph.D.  
President

  
Date 6/14/11

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8e

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** PAEC Migrant Education Summer School

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for the contract with the PAEC Migrant Program to conduct a summer school program pursuant to the project award funded by the Florida Department of Education.

**FUND SOURCE:** General Fund

**AMOUNT:** +\$36,000.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

11-138

## Panhandle Area Educational Consortium Contract Agreement

**THIS CONTRACT** is entered into by and between the Panhandle Area Educational Consortium, through its Districts of Record, the Washington County School Board, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractee", and Gadsden County School Board, 35 Martin Luther King, Jr. Boulevard Quincy Florida 32351 hereinafter called "contractor," under prime project award # 670-2171A-1CF01, PAEC project # 7124101, entitled Migrant, funded by the Florida Department of Education.

The contract will commence June 13, 2011 and will continue until July 21, 2011. Maria Pouncey will direct the activities of the contract.

The Contractee agrees to compensate contractor for the amount of \$36,000.00. The payment schedule will be The Contractee agrees to compensate Contractor for services, pending approval of additional summer funding, as follows: Upon receipt of services and submission of an invoice for \$18,000.00 on July 1, 2011, and the submission of a second invoice for \$18,000.00 on July 21, 2011. 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. Maria Pouncey 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 County School Board will:

1. Allow use of school for the 2011 PAEC Migrant Summer School.
2. Provides three (3) buses and transportation services for the 2011 PAEC Migrant Summer School.

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

Pay contractor in a timely manner.

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

## Panhandle Area Educational Consortium

**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**

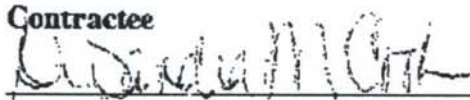
The contractor agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant 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**



Dr. Sandra M. Cook, Superintendent  
Washington County School Board

6-10-11

Date



Patrick L. McDaniel, Executive Director  
Panhandle Area Educational Consortium

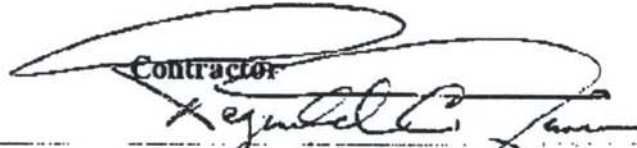
6-13-11

Date

59-6000898  
Social Security # or Federal ID#

WCSB Date: May 9, 2011

**Contractor**



Reginald C. James, Superintendent  
Gadsden County School Board

6/7/11

Date

59-6000615  
Social Security # or Federal ID #

11-138

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8f

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** Insurance Committee Recommendations

**DIVISION:** Insurance Committee

**PURPOSE AND SUMMARY OF ITEMS:**

Pursuant to Article XI(C) of both the GCCTA and GESPA Collective Bargaining Agreements, the following new payroll deductions are recommended by the Insurance Committee for the 2011-2012 insurance year beginning October 1, 2011:

<u>Vendor</u>	<u>Representative</u>	<u>Description</u>
MidAmerica	Karen Wells	401(A) Special Pay Plan for Sick and Annual Leave Payouts (one-time utilization at retirement or termination)
Homeless Donation	Sherrie Taylor	Donation by payroll deduction payable to non-district entity for homeless children's needs

**FUND SOURCE:** Employees' Gross Wages

**AMOUNT:** MidAmerica – mandatory at end of employment  
Donation Deductions Selected by Employees

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

must be group.



# MidAmerica

Administrative & Retirement Solutions, Inc.

## Special Pay Plan

### Quality Solutions for Educational Employers

**T**he Special Pay Plan is designed to handle special forms of compensation in a tax-advantaged manner. These forms of compensation typically include unused sick leave and unused vacation pay. Payments may also be based on years of service, severance and other retirement incentives.

#### BENEFITS TO THE EMPLOYER

The Employer obtains the intangible benefits of providing a valuable new tax-deferral program to Employees. Further, the Employer permanently saves the 7.65% FICA taxes (Social Security and Medicare) on contributions (subject to annual limits). Current constructive receipt issues on multiple year payments are also addressed.

#### BENEFITS TO THE EMPLOYEE

The Employee's contributions are made on a pre-tax basis. The Employee also saves the 7.65% FICA taxes (Social Security and Medicare). IRS limits on Section 403(b) or Section 457 contributions are typically not affected. A retiring Employee (or surviving spouse) can either roll their funds into an IRA or another Employer's qualified plan or take a partial or lump sum distribution. There is no IRS 10% premature distribution penalty if the Employee is at least age 55 and separated from service. Periodic distributions may also be taken monthly, quarterly or annually.

#### ADMINISTRATION

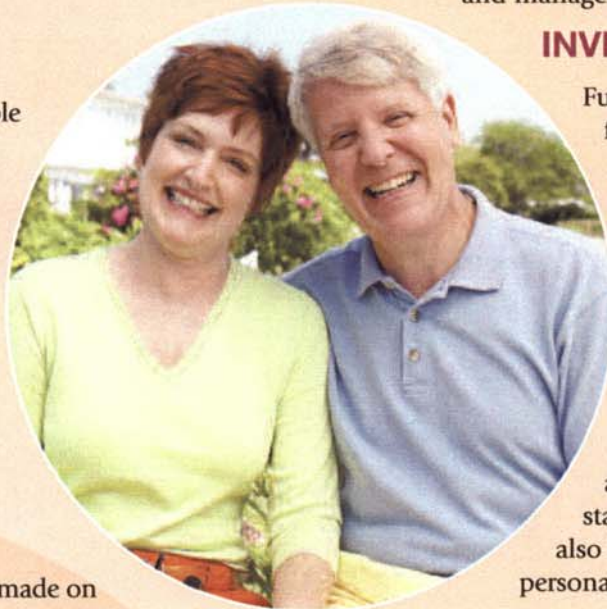
Simplicity of plan design reduces administrative costs. Plan documents, implementation materials and plan administration are provided to the Employer. Employer representatives have direct access to our administrative and management personnel.

#### INVESTMENT VEHICLE

Funds are initially invested in a fixed annuity with a guaranteed minimum rate of return. Other investments are also available.

#### EMPLOYEE COMMUNICATIONS/ACCOUNT INFORMATION

Employee needs are serviced by a national service center through a toll-free number. Periodic statements are provided. Employees also have online access to their personal account information.



The Special Pay Plan is provided by:



## MidAmerica

Administrative & Retirement Solutions, Inc.

211 East Main Street, Suite 100, Lakeland, FL 33801

863.688.4500 • Fax 863.686.9557 • 800.430.7999 • [www.midamerica.biz](http://www.midamerica.biz)

Securities offered through GWN Securities, Inc.  
11440 Jog Road, Palm Beach Gardens, FL 33418 / 561.472.2700 / Member FINRA, SIPC

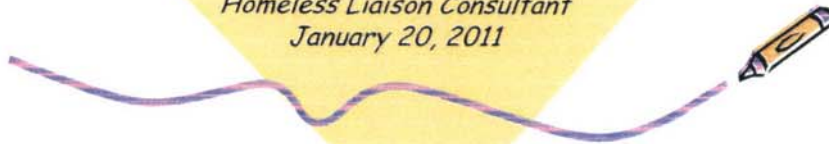
SPP-01.2008





# How We Can Better Serve Our Homeless Students

*Presented by Sherrie Taylor  
Homeless Liaison Consultant  
January 20, 2011*



## Where We Are

- 450 students identified as Homeless
- 286 qualified students received book bags, uniforms, and educational supplies
- 8 of the 14 schools received training on the qualifications for homelessness per the McKinney-Vento Act
- All District level staff received sensitivity training on homelessness awareness



## What the Homeless Grant Provides <sup>\$70,000</sup>

- Educational Materials/Supplies
- Educational Training
- Uniforms
- Tutoring
- Transportation
- Referrals for additional services



3

## What we have done outside of grant funding

- Assistance with transitional housing
- Raise limited funds for supplemental services (i.e. shelter, utilities, food, personal hygiene items)
- Temporary Hotel Accommodations
- Employment referrals
- Supported provision of cold weather shelters
- Assistance for "House Poor" families



4

## How Homelessness Affects Student's

- Lack of stability in home life
- Failure to meet basic needs
  - Nutrition
  - Hygiene
  - Safety
  - Parental Support
- Inability to focus on academics
- Low self-esteem
- Lack of trust



5

## What We Have/Need

- Have
  - Accountability system
  - District-wide support
- Needs
  - Authorization of payroll deductions
  - Additional unrestricted funding
  - Commitment



6

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8g

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEMS:** Health Insurance Contracts for 2011-2012

**DIVISION:** Insurance Committee and Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

The Insurance Committee received and reviewed the renewals of the contracts for Health Insurance for 2011-2012. The blended rates from Blue Cross Blue Shield of Florida and Capital Health Plan were analyzed.

The renewals include the \$50,000 credit on the premium increases from Florida Combined Life.

The Insurance Committee approved the plans wherein benefits for employees and retirees who have selected Capital Health Plan will remain the same as the current coverage. The benefits for employees and retirees who have selected Blue Cross Blue Shield will be altered to fit within the 5.2% blended rate.

The various benefits will be a discussion item during the workshop prior to the regular Board meeting.

**FUND SOURCE:** All Funds with Payroll

**AMOUNT:** 5.2% increase in premiums split 50% employee/employer

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

# HEALTH INSURANCE COMPARISON 2011-2012

	WITH DISCOUNT			TOTAL PREMIUM CHANGE	WITH DISCOUNT			TOTAL PREMIUM CHANGE
	2010-2011				2011-2012			
	CAPITAL	CAPITAL	TOTAL		CAPITAL	CAPITAL	TOTAL	
<b>CAPITAL HEALTH PLAN</b>	SELECT I	SELECT I	PREMIUM		SELECT I	SELECT I	PREMIUM	
	RX 15/30/50				RX 15/30/50			
	<b>EMPLOYEE</b>	<b>BOARD</b>			<b>EMPLOYEE</b>	<b>BOARD</b>		
	EMPLOYEE	107.38	321.74	429.12	27.42	118.64	333.01	451.65
EMPLOYEE & SPOUSE	493.60	321.74	815.34	52.10	525.14	333.01	858.15	42.81
EMPLOYEE & Child	407.79	321.74	729.53	46.63	434.82	333.01	767.83	38.30
FAMILY	879.82	321.74	1,201.56	76.80	931.64	333.01	1,264.65	63.09
	BOARD INCREASE PER MONTH CHP + \$18.85 BC/BS + \$21.68				BOARD INCREASE PER MONTH CHP + \$11.27 BC/BS + \$12.96			
<b>BLUE CROSS BLUE SHIELD</b>	2010-2011				2011-2012			
	BCBS	CAPITAL	TOTAL		BCBS	CAPITAL	TOTAL	
	OPTION	OPTION	PREMIUM		OPTION	OPTION	PREMIUM	
	<b>EMPLOYEE</b>	<b>BOARD</b>			<b>EMPLOYEE</b>	<b>BOARD</b>		
	RX 15/30/50				RX 15/30/50			
EMPLOYEE	137.98	355.51	493.49	31.54	150.93	368.47	519.40	25.91
EMPLOYEE & SPOUSE	582.13	355.51	937.64	59.92	618.41	368.47	986.88	49.24
EMPLOYEE & Child	483.45	355.51	838.96	53.62	514.54	368.47	883.01	44.05
FAMILY	1,026.28	355.51	1,381.79	88.31	1,085.88	368.47	1,454.35	72.56
BASED ON : 782 CHP EMP.OYEES	83,971.16	254,600.68			92,776.48	260,413.82		
BASED ON : 71 BCBS EMP.OYEES	9,796.58	25,241.21			10,716.03	26,161.37		
<b>TOTAL MONTHLY COST TO BOARD</b>		<b>279,841.89</b>				<b>286,575.19</b>		
<b>TOTAL MONTHLY COST EMPLOYEE ONLY</b>	<b>93,767.74</b>				<b>103,492.51</b>			
<b>TOTAL MONTHLY COST</b>			<b>373,609.63</b>				<b>390,067.70</b>	

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8h

**DATE OF SCHOOL BOARD MEETING:** **June 28, 2011**

**TITLE OF AGENDA ITEM:** **Continuation of Solid Waste Collection Agreement with Waste Pro**

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** **For Board approval of solid waste collection agreement with Waste Pro for the upcoming fiscal year. July 1, 2011 – June 30, 2012. Increase of \$1,041.24 due to addition of one location.**

**FUND SOURCE:** 110

**AMOUNT:** \$80,733.84

**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.

## SOLID WASTE COLLECTION AGREEMENT

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

**Term:**

The term of this agreement shall be for (1) year between the dates of July 1, 2011 and June 30, 2012. This agreement can be automatically renewed for additional one year terms at the mutual agreement of the School Board and Waste Pro. Notification by either party needs to take place 60 days prior to the annual contract expiration date.

**Collectors Responsibility:**

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

**Rates for Commercial and Industrial Service:**

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

**Service Guarantee:**

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

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

Wayne Shepard  
Wayne Shepard, Gadsden County School Board

JUNE 7, 2011  
Date

E. Ralph Mills  
E. Ralph Mills, Waste Pro of Florida, Inc.

6/6/11  
Date



## Waste Pro Pricing Structure for Gadsden County Schools

Acct #	School	Type	Size	Frequency	Bid Rate
6746	Bus Garage	FEL	6	1	\$ 130.16
6748	Carter Parramore	RCY	8	1	\$ 65.00
6749	Carter Parramore (Compactor)	FEL	8	2	\$ 554.24
6752	East Gadsden	RCY	8	1	\$ 65.00
6754	Gadsden Ed Magnet	FEL	8	2	\$ 347.09
6755	Gadsden Technical	FEL	6	2	\$ 260.32
6755	Gadsden Technical	RCY	8	1	\$ 65.00
6757	George Munroe	RCY	8	1	\$ 65.00
6758	George Munroe	FEL	8	3	\$ 520.64
6759	Greensboro Elementary	FEL	8	2	\$ 347.09
6759	Greensboro Elementary	RCY	8	1	\$ 65.00
6760	Gretna Elementary	FEL	8	2	\$ 347.09
6760	Gretna Elementary	RCY	8	1	\$ 65.00
6762	Havana Elementary	RCY	8	1	\$ 65.00
6763	Havana Elementary	FEL	8	3	\$ 520.64
6764	Havana Middle	FEL	6	2	\$ 260.32
6766	James A. Shanks (Compactor)	FEL	8	2	\$ 554.24
6766	James A. Shanks	RCY	8	1	\$ 65.00
6769	Maintenance	FEL	6	1	\$ 130.16
6772	Midway Headstart	FEL	2	1	\$ 86.77
6779	Schools Warehouse	FEL	6	2	\$ 260.32
6780	Schools Warehouse	RCY	6	1	\$ 60.00
6781	St. John Elementary	RCY	8	1	\$ 65.00
6783	St. John Elementary Compactor)	FEL	8	2	\$ 260.32
6784	Stewart Streete Elementary	RCY	8	1	\$ 65.00
6785	Stewart Street Elementary (Compactor)	FEL	8	2	\$ 554.24
6791	West Gadsden High	FEL	8	2	\$ 347.09
6884	Administration Building	FEL	6	2	\$ 262.90
6884	Administration Building	RCY	6	1	\$ 60.59
7808	West Gadsden	RCY	8	1	\$ 65.00
7813	Havana Middle	RCY	8	1	\$ 65.00
8574	Quincy Area 3's	FEL	2	1	\$ 86.77

6730.99 Month



## SUMMARY SHEET

### RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8i

DATE OF SCHOOL BOARD MEETING: **June 28, 2011**

TITLE OF AGENDA ITEM: **Continuing L.P. gas service with Empire Gas**

DIVISION: Facilities

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

**PURPOSE AND SUMMARY OF ITEM: for Board approval of renewing the L.P. gas contract with Empire Gas of Donalsonville, GA for the 2011-2012 fiscal year. Terms are current market price per gallon plus .25 markup. Reference BID # 0708-07.**

FUND SOURCE: 110

AMOUNT: \$110,439.48

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.

May-17-11 12:58P EmpireGas #3316  
2011-05-17 11:58 MAINTENANCE

8(588) >>

12295242664  
12297242004

P.01

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8796

May 17, 2011

Mr. Lloyd Atkinson  
Empiregas Inc. of Donalsonville Georgia  
P. O. Box 654  
Donalsonville, GA 39845

Dear Mr. Atkinson:

The School Board of Gadsden County would like to extend your current contract (Bid Number 0708-07) for L. P. Gas for another year. This contract will be continued from July 1, 2011 thru June 30, 2012 with a firm markup price of .25. Please indicate your response by signing and dating on the appropriate line below.



5-17-2011

Yes, I will extend the contract

Date

No, I will not extend the contract

Date

Sincerely,



Wayne Shepard  
Director of Facilities

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8j

**DATE OF SCHOOL BOARD MEETING:** **June 28, 2011**

**TITLE OF AGENDA ITEM:** **Continuation of lawn/grounds maintenance contracts.**

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** **For Board approval of lawn/grounds maintenance contracts for 2011-2012. Reference BID # 1011-01**

**FUND SOURCE:** 110

**AMOUNT:** \$99,270.98

**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.

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

CUSTODIAL

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

TO: Evans Landscaping, LLC  
P.O. Box 696  
Havana, FL 32333

FROM: Wayne Shepard – Director of Facilities

RE: continuation of lawn maintenance contracts, bid# 1011-01

DATE: May 2, 2011

Dear Mr. Evans:

The School Board of Gadsden County would like to extend your contracts for lawn maintenance another year. Continuation of these contracts will be from July 1, 2011 thru June 30, 2012. **Excluding the months of January and February 2012 unless otherwise noted.**

### **Bid # 1011-01**

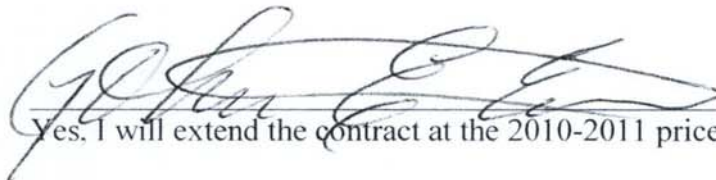
Group #1 Havana Elementary and Havana Middle @ \$625.00 per bi-weekly service  
Group #2 Gadsden Elementary, Shanks Middle, George Munroe Elementary @ \$700.00 per bi-weekly service  
Group #5 West Gadsden High and Greensboro Elementary @ \$600.00 per bi-weekly service  
Group #6 East Gadsden High @ \$800.00 per bi-weekly service (12 month contract)

**Please review the specifications and terms of your original contract and provide to the School Board Maintenance Department updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, current pesticide applicators license).**

Payment schedule will stay the same (invoices and sign off tickets in by the 25<sup>th</sup>, paid by the 10<sup>th</sup> of the following month).

Sign off tickets must be signed and dated by the principal or head custodian after each service as per original agreement. Payment subject to be withheld if not submitted with invoices.

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

 5/31/11  
Yes, I will extend the contract at the 2010-2011 prices Date

No, I will not extend the contract

Date

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

CUSTODIAL

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

TO: Michael Lundy – Tristate Lawn and Landscaping  
23 Smokey Alley Road  
Colquitt, GA 39837

FROM: Wayne Shepard – Director of Facilities

RE: continuation of lawn maintenance contracts, bid# 1011-01

DATE: May 2, 2011

Dear Mr. Lundy:

The School Board of Gadsden County would like to extend your contracts for lawn maintenance another year. Continuation of these contracts will be from July 1, 2011 thru June 30, 2012. **Excluding the months of January and February 2012.**

### **Bid # 1011-01**

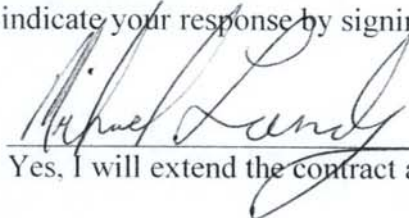
Group #3 Stewart Street Elementary, Maintenance Department, Bus Garage, Gadsden Technical, Food Service Warehouse, Carter Parramore Academy @ \$862.00 per bi-weekly service.

Group #4 Gretna Elementary, Chattahoochee Elementary and St. John Elementary @ \$590.00 per bi-weekly service

**Please review the specifications and terms of your original contract and provide to the School Board Maintenance Department updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, current pesticide applicators license).**

Payment schedule will stay the same (invoices and sign off tickets in by the 25<sup>th</sup>, paid by the 10<sup>th</sup> of the following month). Sign off tickets must be signed and dated by the principal or head custodian after each service as per original agreement. Payment subject to be withheld if not submitted with invoices.

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

 \_\_\_\_\_ 5/26/11  
Yes, I will extend the contract at the 2010-2011 prices Date

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

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8k

**DATE OF SCHOOL BOARD MEETING:** **June 28, 2011**

**TITLE OF AGENDA ITEM:** **Continuation of lawn/grounds maintenance agreements.**

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** **For Board approval of lawn/grounds maintenance agreements for 2011-2012.**

**FUND SOURCE:** 110

**AMOUNT:** \$30,110.00

**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.

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

TO: Rick Shiver – Grounds Maintenance Services Inc.  
736 Havana Hwy., Quincy, FL 32352

FROM: Wayne Shepard – Director of Facilities

RE: Grounds Maintenance Agreement

DATE: June 1, 2011

Dear Mr. Shiver:

The School Board of Gadsden County would like to extend your agreement for grounds maintenance another year. Continuation of this agreement will be from July 1, 2011 thru June 30, 2012. Excluded months are noted in your proposal dated 5-9-2011.

Agreement #1 – West Gadsden High football field, not to exceed \$3,900.00  
Irrigation maintenance - \$500.00  
Fertilizing football field - \$1200.00

Agreement #2 - East Gadsden High football field, not to exceed \$4,650.00

Agreement #3 – East Gadsden High baseball and softball fields. Not to exceed \$3,400.00

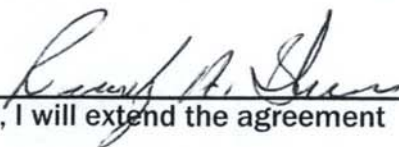
Agreement #4 – East Gadsden High practice field. Not to exceed \$1,700.00

Agreement #5 – East Gadsden High football field and inside 4 ft fence to track. Not to exceed \$1,260.00  
Irrigation maintenance - \$500.00

Please review the specifications and terms of your original agreement and provide to the School Board Maintenance Department updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation insurance, current pesticide license).

Payment schedule will stay the same (invoices and sign off tickets in by the 25<sup>th</sup>, paid by the 10<sup>th</sup> of the following month).

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

  
Yes, I will extend the agreement

6/3/2011  
Date

No, I will not extend the agreement

Date

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

CUSTODIAL

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

TO: Mike Bryant Lawn Service  
149 Ranch Rd.  
Quincy, FL 32351

FROM: Wayne Shepard – Director of Facilities

RE: Lawn Maintenance Agreement

DATE: May 5, 2011

Dear Mr. Bryant:

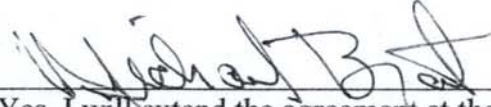
The School Board of Gadsden County would like to extend your agreement for lawn maintenance another year. Continuation of this agreement will be from July 1, 2011 thru June 30, 2012. This is a twelve month agreement.

Agreement #1 – weekly grounds maintenance at the Max D. Walker Building. \$250.00 per service

Please review the specifications and terms of your original agreement and provide to the School Board Maintenance Department updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, current pesticide applicators license).

Payment schedule will stay the same (invoices and sign off tickets in by the 25<sup>th</sup>, paid by the 10<sup>th</sup> of the following month).

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

  
Yes, I will extend the agreement at the 2010-2011 prices \_\_\_\_\_ Date 5-23-11

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



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9a

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEM:** 2011 Fuel Bid For 2011-2012 School Year

**DIVISION:** Transportation Department

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

2011-2012 fuel bid for supplying #2 diesel fuel to the Transportation Department

**FUND SOURCE:** Transportation Department

**AMOUNT:** \$900,000.00

**PREPARED BY:** Mr. Joe E. Lewis, Jr.

**POSITION:** Director of Transportation

---

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

**SUPERINTENDENT'S SIGNATURE:** page(s) numbered           

**CHAIRMAN'S SIGNATURE:** page(s) numbered           

This form is to be duplicated on light blue paper.

**REVIEWED BY:** Sandra S. Steaton

# The School Board of Gadsden County



**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

*"Building A Brighter Future"*

May 27, 2011

Mr. Reginald C. James  
Superintendent of Schools  
Gadsden District Schools  
35 Martin Luther King Jr. Blvd  
Quincy, Florida 32351

Dear Mr. James,

After reviewing the bids that were received for supplying #2 diesel fuel to the Transportation Department for the 2011-2012 school year, we recommend that the contract be awarded to Mansfield Oil Company, 1025 Airport Parkway, S.W., Gainesville, Georgia 30501-0198.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Lewis". The signature is fluid and cursive, with a large initial "J" and "L".

Joe Lewis  
Director of Transportation  
Gadsden County Schools

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

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

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
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

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

SUMMARY SHEET

2011 JUN 15 AM 8:28

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

DATE OF SCHOOL BOARD MEETING: June 28, 2011

TITLE OF AGENDA ITEM: Milk Bid - Bid #1112-01

DIVISION: Gadsden County School Food Service

*Pauls*  
*6/15/11*

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

PURPOSE AND SUMMARY OF ITEM:

Bid #1112-01 - Milk Bid for July 1, 2011- June 30, 2012 School year

FUND SOURCE: 410

AMOUNT: N/A

PREPARED BY: Paula Milton / Elizabeth Thompson

POSITION: FSMT Member / Secretary

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

This form is to be duplicated on light blue paper.

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

*Jim*

# The School Board of Gadsden County



*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

**TO:** Mr. Reginald James, Superintendent of Schools  
**FROM:** Mrs. Paula Milton/FSMT, Elizabeth Thompson  
**DATE:** June 10, 2011  
**SUBJECT:** *Milk Bid Award Notice 2011-2012 ( BID #1112-01)*

The Gadsden County School Food Service bid opening for the 2011-2012 school year was held on Monday, May 16, 2011 at the food service office. Milk bid opening was held from 9:00 AM-9:30 AM. The following vendors were sent bids.

**Gustafson Dairy**  
C/O Jeff Clark  
4794- A Wood-lane Circle  
Tallahassee, Florida 32303

**Velda Farms**  
401 South Kentucky Avenue  
Lakeland, Florida

**Dairy Fresh**  
5014 U S HWY 84 East  
Cowarts, Ala. 36321

Our lowest bidder for milk is Dairy Fresh. It is recommended that **Dairy Fresh** receive the bid for milk for the 2011-2012 school year.

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

**GCSB – INVITATION TO BID NO: 1112-01**

**ITEM SUMMARY WORKSHEET DOCUMENT**

**THE GADSDEN COUNTY SCHOOL DISTRICT**  
**35 MARTIN LUTHER KING, JR. BLVD**  
**QUINCY, FLORIDA 32351**  
**850-627-9651 FAX: 850-875-4493**

**MILK AND MILK PRODUCTS INVITATION TO BID NO: 1112-01**

**Vendor Acknowledgment and Approval**

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

<u>Dennis Roberts, Gen Sales Mgr.</u>		<u>May 11, 2011</u>
Authorized Representative's Name/Title	Authorized Representative's Signature	Date
<u>Dairy Fresh</u>	<u>334-792-5114</u>	<u>334-702-6872</u>
Company's Name	Telephone Number	FAX Number
<u>5014 US Hwy 84 East</u>	<u>Cowarts, AL 36321</u>	
Address	City State	Zip Code
<u>Allen Touchton</u>	<u>229-412-1045</u>	<u>850-574-8270</u>
Area Representative	Telephone Number	FAX Number

A copy of the most recent Department of Agriculture Inspection Report must accompany this Bid.

**Estimated Quantity: 4,000 8oz. containers, gabled top paper**

**CARTON (UNIT PRICE)**

A. Total bid per ½ pint white 1% milk	\$ .27
B. Total bid per ½ pint chocolate milk	\$ .27
C. Total bid per ½ pint white skim milk	\$ .27
D. Total bid per ½ pint strawberry milk	\$ .28
E. Total bid per gallon of white milk	\$ 3.90
F. Total bid per pint sour cream	\$ 8.00

SUMMARY SHEET

GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

2011 JUN 15 AM 8:28

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9c

DATE OF SCHOOL BOARD MEETING: June 28, 2011

TITLE OF AGENDA ITEM: Bread Bid - Bid #1112-02

DIVISION: Gadsden County School Food Service

*Paul S*  
*6/15/11*

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

PURPOSE AND SUMMARY OF ITEM:

Bid #1112-02 – Bread Bid for July 1, 2011- June 30, 2012 School year

FUND SOURCE: 410

AMOUNT: N/A

PREPARED BY: Paula Milton / Elizabeth Thompson

POSITION: FSMT Member / Secretary

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

This form is to be duplicated on light blue paper.

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



# The School Board of Gadsden County



*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

**TO:** Mr. Reginald James, Superintendent of Schools  
**FROM:** *Mrs. Paula Milton/FSMT, Elizabeth Thompson*  
**DATE:** June 10, 2011  
**SUBJECT:** *Bread Bid Award Notice 2011-2012 ( BID #1112-02)*

The Gadsden County School Food Service bid opening for the 2011-2012 school year was held on Monday, May 16, 2011 at the food service office. Bread bid opening was held from 9:30 AM-10:00 AM. The following vendors were sent bids.

**Colonial Bakery**  
P. O. Box 1806  
Dothan, Alabama

**Flowers Baking Company**  
P. O. Box 1219  
Thomasville, Ga.

**IBC Sales Corporation**  
201 Busch Drive East  
Jacksonville, Fl 32218

**Sara Lee**  
1112 South Bell St.  
Dothan, Alabama 36301

Based on pack size, service and quality, our lowest bidder for bread is IBC Sales Corporation. It is recommended that **IBC Sales Corporation** receive the bid for bread for the 2011-2012 school year.

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

**ITEM SUMMARY WORKSHEET DOCUMENT**

**BREAD AND BREAD PRODUCTS**

ITEM #	DESCRIPTION	PACK SIZE	ESTIMATED USUAGE 6 months	UNIT PRICE
1	White Pullman sandwich bread – thin to regular sliced	24 oz. loaf 28 usable slices	4000 loaves	1.07
2	Whole wheat sandwich bread	24 oz. 28 usable slices		1.13
3	Hamburger Buns enriched flour sliced	25-30 per pkg.		3.20
4	Wheat Hamburger Buns sliced	8pk 25-30 Per pkg.		1.00
5	Hot Dog Buns 6” sliced Not less than 20 oz. per doz.	12pk 16 count Pkg.		1.19
6	Submarine Bun 6” Enriched flour	Dozen		2.12
7	Wheat Submarine Bun 6” Wheat	Dozen		2.12



GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

2011 JUN 15 AM 8:28

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9d

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEM:** Produce Bid - Bid #1112-03

**DIVISION:** Gadsden County School Food Service

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

**PURPOSE AND SUMMARY OF ITEM:**

**Bid #1112-03 – Produce Bid** for July 1, 2011- June 30, 2012 School year

**FUND SOURCE:** 410

**AMOUNT:** N/A

**PREPARED BY:** Paula Milton / Elizabeth Thompson

**POSITION:** FSMT Member / Secretary

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

This form is to be duplicated on light blue paper.

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

*Paula*  
*6/15/11*

*Paula*

# The School Board of Gadsden County



*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

**TO:** Mr. Reginald James, Superintendent of Schools  
**FROM:** *Mrs. Paula Milton/FSMT, Elizabeth Thompson*  
**DATE:** June 10, 2011  
**SUBJECT:** *Produce Bid Award Notice 2011-2012 ( BID #1112-03)*

The Gadsden County School Food Service bid opening for the 2011-2012 school year was held on Monday, May 16, 2011 at the food service office. Produce bid opening was held from 10:00 AM- 10:30 AM. The following vendors were sent bids.

**KD Produce**  
1937 West Tennessee St  
Tallahassee, Fl. 30303

**Adams Produce**  
3436 Weems Rd  
Tallahassee, Fl 32313

**Tomato Man Produce**  
4151 Woodville HWY  
Tallahassee, Fl

Our lowest bidder for produce is Adams Produce. It is recommended that **Adams Produce** receive the bid for produce for the 2011-2012 school year.

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETN, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

## ITEM SUMMARY WORKSHEET DOCUMENT

## PRODUCE

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE
1	Apples	125 CT	29. <sup>75</sup>
2	Bananas	40#-1#	25. <sup>00</sup>
3	Grapes, white	18#	36. <sup>00</sup>
4	Grapes, red	18#	35. <sup>00</sup>
5	Lemons	200 CT	34. <sup>00</sup>
6	Oranges	125 CT	24. <sup>00</sup>
7	Broccoli	14 CT	22. <sup>50</sup>
8	Cabbage, slaw mix with color	20#	18. <sup>50</sup>
9	Cabbage, green (cooking)	50#	19. <sup>00</sup>
10	Carrot, sticks	4-5#	35. <sup>00</sup>
11	Carrot, 1#	48/1#	.40#
12	Cauliflower	12 CT	24. <sup>75</sup>
13	Celery	36 CT	29. <sup>00</sup>
14	Celery, stick	4-5#	35. <sup>00</sup>
15	Cucumbers	50#	19. <sup>00</sup>
16	Lettuce, shredded	20#	21. <sup>75</sup>
17	Onions	50#	19. <sup>50</sup>
18	Pepper, green	25#	21. <sup>50</sup>
19	Potatoes, baking	100 CT	21. <sup>00</sup>
20	Radishes	30-6oz	12. <sup>00</sup>
21	Tomatoes	25#	21. <sup>00</sup>
22	Tomatoes, cherry	12 CT	21. <sup>00</sup>
23	Eggs, 30 dozen	30dz	28. <sup>00</sup>

\* Ave Prices

GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

2011 JUN 15 AM 8:28

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9e

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

*RW 6/15/11*

**TITLE OF AGENDA ITEM:** Beverage Bid - Bid #1112-04

**DIVISION:** Gadsden County School Food Service

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

**PURPOSE AND SUMMARY OF ITEM:**

**Bid #1112-04 – Beverage Bid** for July 1, 2011- June 30, 2012 School year

**FUND SOURCE:** 410

**AMOUNT:** N/A

**PREPARED BY:** Paula Milton / Elizabeth Thompson

**POSITION:** FSMT Member / Secretary

---

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

This form is to be duplicated on light blue paper.

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

*Handwritten mark*

# The School Board of Gadsden County



*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

**TO:** Mr. Reginald James, Superintendent of Schools  
**FROM:** *Mrs. Paula Milton/FSMT, Elizabeth Thompson*  
**DATE:** June 10, 2011  
**SUBJECT:** *Beverage Bid Award Notice 2011-2012 ( BID #1112-04)*

The Gadsden County School Food Service bid opening for the 2011-2012 school year was held on Monday, May 16, 2011 at the food service office. Beverage bid opening was held from 10:30 AM- 11:00 AM. The following vendors were sent bids.

**Coca Cola**  
1285 Colquitt Hwy.  
Bainbridge Ga. 39817

**Seven Up Snapple**  
6001 Bowdendale Ave.  
Jacksonville, Fl 32216

**Refreshment Pepsi**  
3919 West Pensacola St.  
Tallahassee, Fl 32304

Our lowest bidder for beverage is Coca Cola. It is recommended that **Coca Cola** receive the bid for beverage for the 2011-2012 school year.

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

**BEVERAGE BID SUBMITTAL FORM**

NAME: Bainbridge Corp - Cola  
 ADDRESS: 1285 Colquitt Hwy Bainbridge, Ga 39917  
 PHONE: 229-400-1192 FAX: 229-248-8780  
 E-MAIL: scott.brinson@cbcc.com  
 SIGNATURE: Scott Brinson TITLE: Owner

ITEM NO.	ITEM NAME	PACK SIZE	DESCRIPTION	UNIT COUNT	BID PRICE
1 N/A	Non Carbonated Beverage Assorted Fruit Flavors / 16 oz.	24 / Case	N/A	N/A	N/A
2 025999	Sports Drink: Assorted Flavors <del>20oz.</del> 12oz. (S)	24/Case	Powerade 12oz.	24/CASE	\$14.40
4 030999	Bottles Water <del>16oz.</del> 20oz. (S)	24 / Case	Dasani Water 20oz.	24/CASE	\$10.00
6 138999	<del>Bottled Tea</del> Bottled Water 300ml. (S)	24/ Case	Dasani Water 300ml	24/CASE	\$9.00
7 103999	100 % Fruit Juice Assorted Flavors <del>16oz.</del> 10oz. (S)	24/CASE	Minute Maid Juice 10oz.	24/CASE	\$12.00

SUMMARY SHEET

2011 JUN 15 AM 8:28

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9f

*RS*  
*6/15/11*

DATE OF SCHOOL BOARD MEETING: June 28, 2011

TITLE OF AGENDA ITEM: Chemical Bid - Bid #1112-05

DIVISION: Gadsden County School Food Service

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

**PURPOSE AND SUMMARY OF ITEM:**

**Bid #1112-05 – Chemicals** Bid for July 1, 2011- June 30, 2012 School year

FUND SOURCE: 410

AMOUNT: N/A

PREPARED BY: Paula Milton / Elizabeth Thompson

POSITION: **FSMT Member / Secretary**

---

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

This form is to be duplicated on light blue paper.

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

*AW*

# The School Board of Gadsden County



*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

**TO:** Mr. Reginald James, Superintendent of Schools  
**FROM:** *Mrs. Paula Milton/FSMT, Elizabeth Thompson*  
**DATE:** June 10, 2011  
**SUBJECT:** *Chemical Bid Award Notice 2011-2012 ( BID #1112-05)*

The Gadsden County School Food Service bid opening for the 2011-2012 school year was held on Monday, May 16, 2011 at the food service office. Chemical bid opening was held from 11:00 AM- 11:30 AM. The following vendors were sent bids.

**Bi Bend Restaurant**  
400 Capital Circle Suite 20  
Tallahassee, Fla. 32301

**Ecolab**  
370 Wabasha St. EUC 13  
St. Paul, Min. 55102

**U S Foods**  
P. O. Box 198421  
Atlanta, Ga. 30384

Our lowest bidder for chemicals is Ecolab. It is recommended that **Ecolab** receive the bid for chemicals for the 2011-2012 school year.

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER



**GADSDEN COUNTY SCHOOL BOARD  
SCHOOL FOOD SERVICE  
BID NO: 1112-05**

ITEM	PACK UNIT	ESTIMATED USAGE	COST
<b>Solid Power (Dish Machine Soap)</b>	Solid Power XL 6100185	<b>80 cases per yr</b>	\$91.14
<b>Jet Dry Used in dish machine for plates</b>	Jet Dry 11817	<b>80 Cases per yr</b>	\$61.77
<b>Solitaire (Used in sink for Pots)</b>	Solitaire 17301	<b>80 cases per yr</b>	\$107.48
<b>Lime Away (De-lime Dish machine / Steamer)</b>	Lime Away 18700	<b>70 cases per yr</b>	\$36.15
<b>Sanitizer</b>	Oasis 146 17708	<b>60 cases per yr</b>	\$76.78
<b>Wash &amp; Walk (Floor Cleaner)</b>	Wash and Walk 14278	<b>60 cases per yr</b>	\$60.28
<b>Hand Soap</b>	Hand Soap 23671	<b>25 cases per yr</b>	\$78.59

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

*Handwritten:* RWS 6/8/11

DATE OF SCHOOL BOARD MEETING: June 28, 2011

TITLE OF AGENDA ITEM: Medical Physicals 2011-2012

DIVISION: Transportation

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

PURPOSE AND SUMMARY OF ITEM: Recommended physicians to examine bus drivers and (Type and Double Space) certain personnel for a recommended fee of \$70.00 per examination.

- |                       |            |
|-----------------------|------------|
| Dr. Chookiert Emko    | Quincy, FL |
| Dr. Carla M. Holloman | Quincy, FL |
| Dr. Mark A. Newberry  | Havana, FL |
| Dr. Helen Nitsios     | Quincy, FL |

FUND SOURCE: Transportation

AMOUNT: \$7,000.00

PREPARED BY: Joe E. Lewis *JEL*  
POSITION: Director of Transportation

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered             
CHAIRMAN'S SIGNATURE: page(s) numbered           

This form is to be duplicated on light blue paper.

REVIEWED BY: Deborah M. Anderson

2011 JUN -8 PM 2:40  
SCHOOL BOARD

*Handwritten:* 6/8/11 received by Mrs

# The School Board of Gadsden County



"Building A Brighter Future"  
May 13, 2011

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

## LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2011-2012.

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

\$70.00 School Board Approved fee per physical examination.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

CHOOKIERT EMKO, M.D.  
Physician's Name or Group

(Please print or Type)

21 NORTH LOVE STREET QUINCY, FL 32351

Mailing Address

(850) 627-9563

Telephone Number

Jean Dowling O.M.  
Signature of Physician or Business Manager

5/17/11  
Date

**PLEASE RETURN THIS FORM NO LATER THAN MAY 31, 2011**  
**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
GRANT HOOVER, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County



**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

*"Building A Brighter Future"*

May 13, 2011

## LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2011-2012.

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

\$70.00 School Board Approved fee per physical examination.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

QUINCY FAMILY MEDICINE, INC.  
Physician's Name or Group

CARLA M. HOLLOWAN, D.O.  
(Please print or type)

300 EAST JEFFERSON STREET QUINCY, FL 32351-2503  
Mailing Address

(850) 875-1146  
Telephone Number

Signature of Physician or Business Manager

Date

**PLEASE RETURN THIS FORM BY May 31, 2011**

**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS  
DIRECTOR OF TRANSPORTATION  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FL 32351  
FAX NUMBER 875-8895**

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
SPARTANBURGH, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County



"Building A Brighter Future"

**REGINALD G. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

May 13, 2011

## LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2011-2012.

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

\$70.00 School Board Approved fee per physical examination.

### DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

MARK A. NEWBERRY, M.D.  
Physician's Name or Group (Please print or type)

602 E. 5TH AVENUE HAVANA, FL 32333 (850) 539-4747  
Mailing Address Telephone Number

*Mark A Newberry MD* 5/16/11  
Signature of Physician or Business Manager Date

**PLEASE RETURN THIS FORM NO LATER THAN MAY 31, 2011**  
**TO THE FOLLOWING ADDRESS:**  
**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
SPAIN TOWN-SHOSHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST  
DISTRICT NO. 4  
GRETN, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County



"Building A Brighter Future"

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

May 13, 2011

## LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2011-2012.

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

\$70.00 School Board Approved fee per physical examination.

### DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

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

230 EAST CRAWFORD STREET (850) 627-4327  
Mailing Address Telephone Number

[Signature] 5/25/11  
Signature of Physical or Business Manager Date

**PLEASE RETURN THIS FORM NO LATER THAN MAY 31, 2011**  
**TO THE FOLLOWING ADDRESS:**  
**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

- ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333
- JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351
- ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
QUINCY, FL 32351
- CHARLIE D. FROST  
DISTRICT NO. 4  
GRETN, FL 32332  
QUINCY, FL 32352
- ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 11b

**DATE OF SCHOOL BOARD MEETING:** June 28, 2011

**TITLE OF AGENDA ITEM:** Re-roofing project at Carter Parramore Academy.

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For Board approval of lowest and best bid for re-roofing buildings 1 & 3 at Carter Parramore Academy with a PTO roof system. Best bid received by Harrell Roofing, Inc. of Tallahassee, FL. Specifications prepared by Joel Sampson architect of Quincy, Florida. Please see his attached award letter.

**FUND SOURCE:** Capital outlay

**AMOUNT:** \$248,071.00

**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.

# BID TABULATION

**REROOFING PROJECT**  
**BUILDINGS 1 AND 3 CARTER PARRAMORE ACADEMY**  
**GADSDEN COUNTY SCHOOL BOARD**  
 JOEL SAMPSON ARCHITECT, INC.



PROSPECTIVE BIDDERS	BASE BID	DEDUCT. ALT #1	DEDUCT. ALT #2	DEDUCT. ALT #3	DEDUCT. ALT #4
1 Rowe Roofing (850) 562-5472	289,900.00	3,279.00	1,853.00	10,480.00	20,900.00
2 Jenkins Roofing Inc (850) 514-2225	288,617.00	2,800.00	985.00	3,600.00	12,200.00
3 Acme Roofing & Sheet Metal (334) 983-3577	236,000.	4,000.00	1,700.00	7,000.00	18,000.00
4 Commercial Roofing	261,250.00	2,700.00	1,350.00	5,250.00	12,150.00
5 Harrell Roofing Inc.	248,071.00	2,424.00	1,000.00	3,200.00	16,442.00
6 Ameritech Enterprises	225,900.00	2,737.00	2,990.00	6,928.00	12,636.00
7					
8					
9					
10					
11					
12					

JOEL SAMPSON  
 ARCHITECT

Wayne Shepard 6-16-11     
 Michael Knight - Acme Roofing     
 Vickie Rowan - Jenkins Roofing Inc.     
 Keith Logan Commercial Roofing  
 Manny Rutter 6/16/11     
 Brock...     
 Jason Miller Ameritech     
 Don Venable Exterior Spec.



# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

---

805 SOUTH STEWART STREET, QUINCY, FLORIDA 32351 - (850) 627-9888 - FAX: (850) 875-8795

To: Mr. Reginald C. James-Superintendent of Schools  
From: Wayne Shepard- Director of Facilities  
Re- Re-Roofing project at Carter Parramore Academy Buildings 1&3  
Date- June 20, 2011

Mr. James

On Thursday June 16, 2011 we opened bids for the re-roofing of buildings 1&3 at Carter Parramore Academy. We had a total of six (6) bids turned in with two(2) of those being incomplete.

After evaluation of all bids with the architect I'm recommending the following company to do the work on this project. (Harrell Roofing Inc.) They met all the bid document requirements. They are located in Tallahassee Florida and have been doing roofing in this area for years.

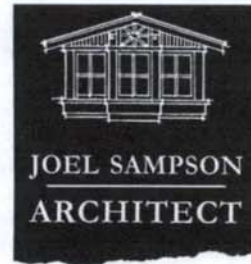
Their base bid for the project is \$248,071.00.

Thank you for your consideration in this matter.

CC. Mrs. Rosalyn Smith  
Mrs. Bonnie Wood

17 June 2011

Mr. Wayne Shepard, Facilities Director  
Gadsden County School Board  
805 South Stewart Street  
Quincy, Florida 32351



Re: Re-roofing Project - Building One & Three  
Carter Parramore Academy

Dear Mr. Shepard:

We have reviewed the bid packages received June 16, 2011 for roofing construction of the above referenced project, and we find that Mike Harrell Roofing, Inc. is the apparent low bidder of properly responsive bids with a base bid amount of \$248,071.00. Their bid package is in order and complete and therefore we recommend acceptance of their bid as the roofing contractor for the project. If your budget funds allow, we do not recommend acceptance of any of the deductive alternates which remove some roof areas from the work.

The bid is officially good for twenty calendar days from the bid date or until July 6, 2011. Please respond with the Board's intent in this matter. Unless you object, I will notify all of the bidders of my office's recommendation by tomorrow.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to be "Joel Sampson", with a long horizontal line extending to the right.

Joel Sampson  
NCARB

17 June 2011

Mr. Wayne Shepard, Facilities Director  
Gadsden County School Board  
805 South Stewart Street  
Quincy, Florida 32351



Re: Re-roofing Project - Building One & Three  
Carter Parramore Academy

Dear Mr. Shepard:

As a summary of the bids received on June 16 for the above referenced project, the following is provided. The bidders are listed in order of lowest to highest base bid. All actual bids received are included in this list whether fully responsive to the bid requirements or not.

Ameritech Enterprises LLC  
Acme Roofing & Sheet Metal Co.  
Mike Harrell Roofing, Inc.  
Commercial Roofing Company, LLC  
Jenkins Roofing, Inc.  
Southland Rowe Roofing, Inc.

Ameritech Enterprises did not include required Gadsden County forms. Their package did provide 10 projects using similar roofing materials within the last 5 years.

Acme Roofing's package did not include 10 projects using similar roofing materials from the past 5 years. They provided 5.

Jenkins Roofing did not include 10 projects using similar roofing materials from the past 5 years. They provided 7.

Southland Rowe Roofing did not include 10 projects using similar roofing materials from the past 5 years. They provided 4.

In my opinion, the four companies listed above are not properly responsive to the bid requirements for the project and therefore in fairness should not be considered, leaving Mike Harrell Roofing, Inc. and Commercial Roofing Company, LLC as fully responsive bidders to be considered for the project..

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Sampson", is written over a horizontal line.

Joel Sampson, NCARB

212 North Adams Street Quincy, Florida 32351 office 850-875-4348 fax 850-875-1116

# Harrell Roofing, Inc.

P.O. Box 20421  
Tallahassee, Florida 32316

(850) 575-9564  
Fax (850) 576-3977

June 17, 2011

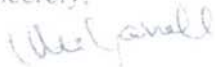
Joel Sampson Architects, Inc.  
ATTN: Joel Sampson  
212 N Adams Street  
Quincy, FL 32351

Ref: Carter Parramore Academy Re-Roofing

Mike Harrell Roofing, Inc. states the following:

1. The manufacturer of the roofing products to be used on the project is Mulehide and the location of purchase (ABC Supply Company, Midway, FL Gadsden County) for the vast majority of the products.
2. "All labor on the project will be performed by employees of our company."
3. Existing roofing removal in roof areas 1-C and 3-E is included in base bid pricing.

Sincerely,



T. Michael Harrell  
President

# Harrell Roofing, Inc.

P.O. Box 20421  
Tallahassee, Florida 32316

(850) 575-9564  
Fax (850) 576-3977

---

June 17, 2011

Joel Sampson Architects, Inc.  
ATTN: Joel Sampson  
212 N Adams Street  
Quincy, FL 32351

Ref: Carter Parramore Academy Re-Roofing

Subj: Recent TPO Roofs Completed by Harrell Roofing, Inc.

- 1) Name of Project: FBC-Welcome Center – 108 W College Avenue Tallahassee, FL  
Contract Amount: \$122,048.23  
Roofing Material: GAF / 50sqsq / TPO Roof  
Contact Info: Drew Gilbert / Culpepper Construction / 850-224-3146  
Date Completed: Under Construction (contract date 10/6/2009)
- 2) Name of Project: Bannerman Crossing – 6672 Thomasville Rd Tallahassee, FL  
Contract Amount: \$49,174.00  
Roofing Material: Firestone / 70sqsq / TPO Roof  
Contact Info: Shawn Roberts / Mad Dog Construction 850-878-8272  
Date Completed: April 22, 2011
- 3) Name of Project: Urban Green – 1211 Miccosukee Road Tallahassee, FL  
Contract Amount: \$16,555.00  
Roofing Material: GAF/Hydrostop / 80sqsq / TPO Roof  
Contact Info: Mike Earp / Mad Dog Construction 850-878-8272  
Date Completed: December 29, 2009
- 4) Name of Project: Drug Enforcement Agency – 1510 Commonwealth Blvd. Talla, FL  
Contract Amount: \$211,200.00  
Roofing Material: GAF / 240sqsq / TPO Roofs  
Contact Info: Bayne Collins / Collins & Associates Inc. 850-769-3357  
Date Completed: 10/05/2009
- 5) Name of Project: Marine Corp. Logistics Base Bldg 5500 Walker Ave. Albany, GA  
Contract Amount: \$811,443.00  
Roofing Material: provide by Contractor / 900sqsq / TPO Roof  
Contact Info: Jesse Sasser / Kent Construction 850-638-4285  
Date Completed: September 27, 2007

*State Certified Roofing Contractor • Established 1974*

Major Projects Completed in the past (5) years

- 1) Name of Project: Buckeye Health Facility – 3510 Contractors Road, Perry, FL  
Contract Amount: \$143,777.00  
Roofing Material: Deribgum / Modified Bitumen Roof  
Contact Info: Paula Carlton – 850-584-1209  
Date Completed: March 29, 2011
  
- 2) Name of Project: Bannerman Crossing – 6672 Thomasville Rd Tallahassee, FL  
Contract Amount: \$49,174.00  
Roofing Material: Firestone / TPO Roof  
Contact Info: Shawn Roberts / Mad Dog Construction 850-878-8272  
Date Completed: April 22, 2011
  
- 3) Name of Project: Ghazvini Center – 1528 Surgeons Drive Tallahassee, FL  
Contract Amount: \$393,000.00  
Roofing Material: Siplast / Modified Bitumen Roof  
Contact Info: Mike Garrison 850-562-3250  
Date Completed: Under Construction (contract date 10/13/2010)
  
- 4) Name of Project: Capital Plaza Shopping Center – 1806 Thomasville Rd Tallahassee, FL  
Contract Amount: \$160,000.00  
Roofing Material: Johns-Manville / Modified Bitumen Roof  
Contact Info: Beverly Hayes / Talcot / 850-224-23009  
Date Completed: 9/16/2010
  
- 5) Name of Project: FBC-Christian Life Center – 108 W College Avenue Tallahassee, FL  
Contract Amount: \$487,443.00  
Roofing Material: GAF / Modified Bitumen Roof  
Contact Info: Drew Gilbert / Culpepper Construction / 850-224-3146  
Date Completed: Under Construction (contract date 10/6/2009)
  
- 6) Name of Project: FSU Smith & Kellum Hall – Florida State University  
Contract Amount: \$491,000.00  
Roofing Material: Johns-Manville / Modified Bitumen Roof  
Contact Info: Randy Lewis / MLD Architects / 850-382-9200  
Date Completed: 11/5/2009
  
- 7) Name of Project: Apalachicola Post Office – Apalachicola, FL  
Contract Amount: \$298,144.00  
Roofing Material: Johns-Manville / Tile Modified Bitumen Roof  
Contact Info: Randy Lewis / MLD Architect / 850-385-9200  
Date Completed: 8/19/2008

- 8) Name of Project: Colquitt County HS – 1800 Park Ave Moultrie, GA  
Contract Amount: \$246,475.00  
Roofing Material: Soprema / Modified Bitumen Roof  
Contact Info: Travis Pettijean / Barnett & Altman / 229-244-2364  
Date Completed: 5/5/2009 (contract dated 12/15/2008)
  
- 9) Name of Project: FSU Material Research  
Contract Amount: \$302,500.00  
Roofing Material: Siplast / Modified Bitumen Roof  
Contact Info: Drew Gilbert / Culpepper Construction / 850-224-3146  
Date Completed: 10/21/2008 (contract dated 7/12/2007)
  
- 10) Name of Project: USPO – Northside Station – 1315 W 17<sup>th</sup> St Panama City, FL  
Contract Amount: \$408,240.00  
Roofing Material: Johns-Manville / Modified Bitumen Roof  
Contact Info: Randy Lewis / MLD Architects / 850-385-9200  
Date Completed: 2/26/2008

Harrell Roofing

The employment of Gadsden County citizens and the purchase of material from Gadsden County suppliers for the Work is encouraged.

**16. BID GUARANTEE**

- A. Bids shall be accompanied by a bid guarantee of five percent (5%) of the amount of the bid. This guarantee may be a certified check, a cashier's check, treasurer's check, bank draft, or Bid Bond made payable to the Owner. The guarantee provides that the Bidder will not withdraw a bid for a period of twenty (20) calendar days after the receipt and opening of bids. If the bid is accepted, the bidder will execute the Contract Documents with the Owner and provide the required Bonds and Certificates of Insurance. In the event a bidder withdraws a bid, fails to enter into Contract for Construction upon award, or fails to provide the required Bonds or Certificates of Insurance within ten (10) days after receipt of a Notice of Acceptance of the bid, the bidder shall be liable to the Owner for the full amount of the bid guarantee and the Owner shall be entitled to said sum.
- B. The guarantee shall be returned to all bidders after the Owner and the accepted bidder have executed the Contract for Construction or within twenty (20) days of bid opening, whichever occurs sooner.

**17. BID DOCUMENTS**

The Bid Documents submitted by a bidder shall consist of the following completed forms:

- A. ✓ **Bid Form**
- B. ✓ **Bid Bond**
- C. ✓ **Contractor Experience / Projects Form**
- D. ✓ **Sworn Statement on Entity Crimes**
- E. ✓ **Minority Owned Business Statement**

**END OF INSTRUCTIONS TO BIDDERS**



00310

**BID FORM**

**BID FOR LUMP SUM CONTRACTS**

Owner: GADSDEN COUNTY SCHOOL BOARD

Date: June 16, 2011

Project: REROOFING PROJECT, BLDGS. 1 & 3  
CARTER PARRAMORE ACADEMY

Proposal of Mike Harrell Roofing, Inc. (hereinafter called "Bidder")

a Corporation (corporation/ a partnership/an individual) doing business as (strike out inapplicable terms):  
\_\_\_\_\_

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 – Buildings 1 and 3, Carter Parramore Academy**

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 on or before a date to be specified in written "Notice to Proceed" from the Owner and to substantially complete the project no later than thirty five (35) calendar days after the date of the Owner's "Notice to Proceed".

Bidder further agrees to pay as liquidated damages, the sum of Two Hundred and no/100 dollars (\$200.00) for each consecutive calendar day thereafter.

Bidder acknowledges receipt of the following addendum:

Addendum No	Dated
<u>1</u>	<u>6-15-2011</u>
_____	_____
_____	_____
_____	_____

**BASE BID:** Bidder agrees to perform all of the work described in the Specifications and shown on the Drawings for the sum of

Two hundred forty-eight thousand seventy-one dollars & NO/00 248,071.00 )  
(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

Two thousand four hundred twenty-four dollars & NO/00 (\$ 2,424.00)  
Deductive Alternative "No.2": Deduct from the amount stated in "Base Bid" above

One thousand dollars & NO/00 (\$ 1,000.00)  
Deductive Alternative "No.3": Deduct from the amount stated in "Base Bid" above

Three thousand two hundred dollars & NO/00 (\$ 3,200.00)  
Deductive Alternative "No.4": Deduct from the amount stated in "Base Bid" above

Sixteen Thousand Four Hundred Forty Two Dollars <sup>00</sup>/<sub>100</sub> 16,442 <sup>00</sup>/<sub>100</sub>

**UNIT PRICES:**

Provide on the Attachment "A" form, unit pricing as specified.

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 5% of base bid (\$ \_\_\_\_\_) 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

Mike Harrell Roofing, Inc. CCC009811  
(Name of Holder) (Certificate Number)

In witness thereof, the Bidder has hereunto set his signature and affixed his seal this 16th day of June, 2011.

 (SEAL)

By: T. Michael Harrell

Title: President

ATTACHMENT A

UNIT PRICES

NO.	ITEM	UNIT	UNIT PRICE	AMOUNT	TOTAL PRICE
1	Existing Wet Roofing Materials Removal, Disposal & Substrate Prep. (if required)	Sq. Ft.	\$ 1.00 per 1" thick	n/a	n/a
2	Deteriorated Wood Deck Removal, Replacement & Disposal - 2x6 T&G Southern yellow pine no. 2	Sq. Ft.	\$ 8.50	n/a	n/a
3	Deteriorated Wood Deck Removal, Replacement & Disposal - 1x6 T&G Southern yellow pine no. 2	Sq. Ft.	\$ 7.50	n/a	n/a
4	Deteriorated Wood Framing Removal, Replacement & Disposal - match size & species of existing	Bd. Ft.	\$25.00	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



Major Projects Completed in the past (5) years

- 1) Name of Project: Buckeye Health Facility – 3510 Contractors Road, Perry, FL  
Contract Amount: \$143,777.00  
Roofing Material: Deribgum  
Contact Info: Paula Carlton – 850-584-1209  
Date Completed: March 29, 2011
  
- 2) Name of Project: Bannerman Crossing – 6672 Thomasville Rd Tallahassee, FL  
Contract Amount: \$49,174.00  
Roofing Material: Firestone  
Contact Info: Shawn Roberts / Mad Dog Construction 850-878-8272  
Date Completed: April 22, 2011
  
- 3) Name of Project: Ghazvini Center – 1528 Surgeons Drive Tallahassee, FL  
Contract Amount: \$393,000.00  
Roofing Material: Siplast  
Contact Info: Mike Garrison 850-562-3250  
Date Completed: Under Construction (contract date 10/13/2010)
  
- 4) Name of Project: Capital Plaza Shopping Center – 1806 Thomasville Rd Tallahassee, FL  
Contract Amount: \$160,000.00  
Roofing Material: Johns-Manville  
Contact Info: Beverly Hayes / Talcot / 850-224-23009  
Date Completed: 9/16/2010
  
- 5) Name of Project: FBC-Welcome Center – 108 W College Avenue Tallahassee, FL  
Contract Amount: \$122,048.23  
Roofing Material: GAF  
Contact Info: Drew Gilbert / Culpepper Construction / 850-224-3146  
Date Completed: Under Construction (contract date 10/6/2009)
  
- 6) Name of Project: FSU Smith & Kellum Hall – Florida State University  
Contract Amount: \$491,000.00  
Roofing Material: Johns-Manville  
Contact Info: Randy Lewis / MLD Architects / 850-382-9200  
Date Completed: 11/5/2009
  
- 7) Name of Project: Apalachicola Post Office – Apalachicola, FL  
Contract Amount: \$298,144.00  
Roofing Material: Johns-Manville  
Contact Info: Randy Lewis / MLD Architect / 850-385-9200  
Date Completed: 8/19/2008

- 8) Name of Project: Colquitt County HS – 1800 Park Ave Moultrie, GA  
Contract Amount: \$246,475.00  
Roofing Material: Soprema  
Contact Info: Travis Pettijean / Barnett & Altman / 229-244-2364  
Date Completed: 5/5/2009 (contract dated 12/15/2008)
  
- 9) Name of Project: FSU Material Research  
Contract Amount: \$302,500.00  
Roofing Material: Siplast  
Contact Info: Drew Gilbert / Culpepper Construction / 850-224-3146  
Date Completed: 10/21/2008 (contract dated 7/12/2007)
  
- 10) Name of Project: USPO – Northside Station – 1315 W 17<sup>th</sup> St Panama City, FL  
Contract Amount: \$408,240.00  
Roofing Material: Johns-Manville  
Contact Info: Randy Lewis / MLD Architects / 850-385-9200  
Date Completed: 2/26/2008

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 T. Michael Harrell, President  
(print individual's name and title)

For Mike Harrell Roofing, Inc.  
(print name of entity submitting sworn statement)

whose business address is:

3125 West Tharpe Street Tallahassee, FL 32303

and (if applicable) its Federal Employer Identification number (FEIN) is: 59-1519775

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.**

*Mike Harrell*  
Signature \_\_\_\_\_ For

Mike Harrell Roofing, Inc.

STATE OF Florida  
COUNTY OF Leon

Sworn to or affirmed and signed before me on this 16th day of June, 2011.

*Sharyl Suber*  
NOTARY PUBLIC - STATE OF FLORIDA

Sharyl Suber  
Print, type, or stamp commissioned name of notary



personally known  
 produced identification  
Type of identification produced \_\_\_\_\_



**MINORITY-OWNED FIRM OR COMPANY**

I (we) do hereby certify that my (our) business qualifies as a minority-owned firm or company. Please check one of the following applicable:

- BLACK
- HISPANIC
- AMERICAN INDIAN-ALASKAN NATIVE
- FEMALE
- PHYSICALLY OR MENTALLY DISABLED
- ASIAN-PACIFIC ISLANDER

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

PRINT NAME: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Non-Minority Firm or Company**

I (we) do hereby certify that my (our) business does not qualify as a minority-owned firm or company.

SIGNATURE: 

PRINT NAME: T. Michael Harrell

NAMES OF BUSINESS: Mike Harrell Roofing, Inc.

ADDRESS: 3125 West Tharpe Street Tallahassee, FL 32303 (physical)

PO BOX 20421 Tallahassee, FL 32316 (mailing)

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.**

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Mike Harrell Roofing, Inc.

PO Box 20421, Tallahassee, FL 32316

as Principal, hereinafter called the Principal, and Westfield Insurance Company

3375-B Capital Circle, NE, Tallahassee, FL 32308

a corporation duly organized under the laws of the State of OH

as Surety, hereinafter called the Surety, are held and firmly bound unto Gadsden County School Board

Max D Walker Bldg., 35 Martin Luther King Blvd., Quincy, FL 32351

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ 5% ),

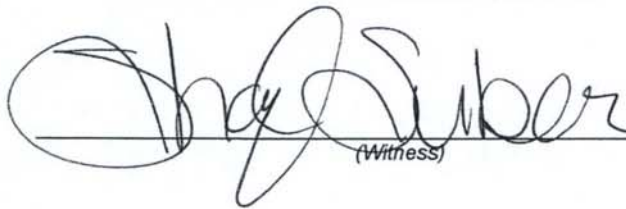
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Bldg. 1 & 3 Carter Paramore Academy, 631 S. Stewart St., Quincy,

FL

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 16th day of June, 2011

  
(Witness)

Mike Harrell Roofing, Inc.

(Principal)

(Seal)

By: 

T. Michael Harrell, President

(Title)

Westfield Insurance Company

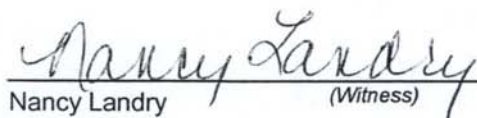
(Surety)

(Seal)

By: 

Attorney-in-Fact Benjamin R. Campbell

(Title)

  
Nancy Landry (Witness)

General  
Power  
of Attorney

CERTIFIED COPY

POWER NO. 0997622 00

**Westfield Insurance Co.**  
**Westfield National Insurance Co.**  
**Ohio Farmers Insurance Co.**  
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint **BENJAMIN R. CAMPBELL, WILLIAM R. VAN LANDINGHAM, JOINTLY OR SEVERALLY**

of TALLAHASSEE and State of FL its true and lawful Attorney(s)-In-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

**LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.**

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-In-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be it Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-In-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents cancelling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their Senior Executive and their corporate seals to be hereto affixed this 19th day of MARCH A.D., 2003

Corporate  
Seals  
Affixed



WESTFIELD INSURANCE COMPANY  
WESTFIELD NATIONAL INSURANCE COMPANY  
OHIO FARMERS INSURANCE COMPANY

*Richard L. Kinnaird, Jr.*

By:  
Richard L. Kinnaird, Jr., Senior Executive

State of Ohio  
County of Medina ss.:

On this 19th day of MARCH A.D., 2003, before me personally came Richard L. Kinnaird, Jr. to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, Ohio; that he is Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial  
Seal  
Affixed



*William J. Kahellin*  
William J. Kahellin, Attorney at Law, Notary Public  
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio  
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 16th day of June A.D., 2011



*Frank A. Carrino*  
Frank A. Carrino, Secretary

BPOAC2 (combined) (06-02)

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 11c

**DATE OF SCHOOL BOARD MEETING:** **June 28, 2011**

**TITLE OF AGENDA ITEM:** **Comprehensive Fire Prevention and Safety Inspection Reports**

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** **For Board approval of fire prevention and safety inspections pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes. Inspections done by the City of Quincy Fire Department.**

**FUND SOURCE:** 110

**AMOUNT:** \$1081.50

**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.

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 24, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Havana Elementary

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Havana Elem on the above date.

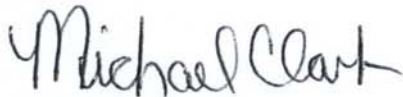
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Officer Michael Clark, Inspector

/cw

Attachment

## *Fire Safety & Prevention Inspection Report*

### Havana Elementary

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 6 Rm 35 Hallway & Throughout	Emergency light out	Repair or replace
Classroom 33	Exit light out	Repair or replace
Rm 46	Exit light out	Repair or replace
Bldg 8 Rm 10	Clutter in room	Remove clutter
Rm 9	Improper storage of combustible	Remove gas can
Rm 2, 3	Ceiling tiles missing	Replace tiles
Rm 7	Outlet cover missing	Replace cover
Bldg 9 Rm 50	Exit backup light out	Replace battery
Bldg 1 Rm 4	Excessive paper on walls	Remove some paper
Portable 99-22	Emergency & Exit light out	Repair / replace
Portable 99-10	Emergency & Exit light out	Repair / replace
Portable 98-10	Emergency & exit light out	Repair / replace
Portable 99-17	Emergency & exit light out Ceiling tiles missing	Repair / replace Replace tiles
Portable 99-18	Emergency light out	Repair / replace

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 26, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Havana Middle

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Havana Middle on the above date.

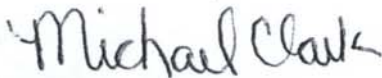
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Officer Michael Clark, Inspector

/cw

Attachment

*Fire Safety & Prevention Inspection Report*

Havana Middle School

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 12 Rm 1223	Leaf blower and combustibles Stored inside	Remove improper storage
Bldg 10 Rm 1001	Opened breaker slots in box	Install blanks in open breaker slots
Rm 1021	Fire extinguisher tag out of date	Have extinguisher serviced and tagged
Bldg 11 Rm 1101	Fire extinguisher in need of repair	Repair or replace extinguisher
Bldg 11 Rm 1108 Gym	Fire extinguisher in need of repair	Repair or replace extinguisher
Bldg 1113 Corridor	Fire extinguisher missing in hallway & has been discharged	Have extinguisher serviced and replaced
Bldg 11 Rm 1119	Missing ceiling tiles	Replace missing tiles

Sprinkler System has not been inspected. Needs to be inspected by certified, licensed technician.



# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 25, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Midway Head Start

Dear Mr. Shepard,

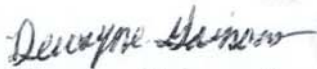
I conducted a fire prevention and safety inspection of Midway Head Start on the above date.

The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

No violations were found.

Thank you for your interest in fire safety and prevention.

Respectfully,



Officer Dewayne Gainous, Inspector

/cw

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 25, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Bus Garage

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of the Bus Garage on the above date.

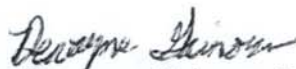
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,

  
Officer Dewayne Gainous, Inspector

/cw

Attachment

*Fire Safety & Prevention Inspection Report*

Bus Garage

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Rm 12 Electric Rm	Emergency lights not working	Repair or replace
Rm 13 Electric Rm	Opening in panel box	Plug or cover opening
Parts room	Emergency light not working	Repair or replace

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 25, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Dick Houser

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Dick Houser on the above date.

The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,

  
Officer Dewayne Gainous, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Dick Houser

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Portable #9964	Fire extinguisher needs servicing	Have serviced and tagged
Diagnostic portable #9962	Emergency light not working	Repair or replace
Potter House #9938	Emergency light not working	Repair or replace
Administration bldg. #27 #37 Electric room	Emergency light not working Improper storage of items	Repair or replace Remove boxes, etc.

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

June 15, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: East Gadsden

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of East Gadsden recently.

The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,

*Paul Mathews by  
C. Whiddon*

Officer Paul Mathews, Inspector

/cw

Attachment

## **Fire Safety & Prevention Inspection Report**

East Gadsden

<b>Location</b>	<b>Violation</b>	<b>Corrective Acton</b>
Bldg 1 Mechanical room	Door hard to lock & room number missing	Adjust lock and replace room number
Bldg 3 Rm305	Emergency evacuation route not posted	Post emergency evacuation route
Rm 308	Escape exit blocked	Remove blockage from exit
Rm 312	Emergency evacuation route not posted	Post emergency evacuation route
Rm 330 & 309	Too much clutter	Clean up
Rm 308	Room number missing	Post room number
Rm 336	Escape exit blocked	Remove blockage form exit
Between Rms 335 & 338	Fire extinguisher missing	Replace fire extinguisher
Rm 344	Door guard needs adjusting	Fix door guard
Building 4 Rm 404	Storage closet cluttered	Clean up closet
Rm 403	Room number missing	Replace room number
Rom 401	Electrical room improper storage	Remove improperly stored items
Rm 413	Too much wall clutter-exceeds maximum allowed	Remove some of wall clutter
Between Rms 416 & 418	Fire extinguisher needs recharging	Have extinguisher serviced
Rm 418	Too much wall clutter-exceeds maximum allowed	Remove some of wall clutter
Between Rms 420 & 422	Fire extinguisher needs recharging	Have extinguisher serviced
Rm 424	Storage clutter	Clean up
Rm 424	Blown light	Repair or replace
Rm 449	Too much wall clutter – exceeds maximum amount. Curtains need to be fire retardant	Remove some of wall clutter & replace curtains with flame retardant curtains

Between Rms 451 & 452	Fire extinguisher missing	Replace extinguisher
Building 7 Rm 709	Extinguisher needs serviced. Door handle broken.	Have extinguisher serviced and tagged. Repair / replaced door handle.
Bldg 6 Rm 10	Fire extinguishers missing	Replace missing extinguishers.
Rm 642	Improper Storage	Remove improper items
Rm 639	Fire extinguisher needs servicing	Have extinguisher serviced & tagged
Rm 633	Cluttered	Clean up
Rm 617 Girl's locker room	Water shut off box – door will not shut properly	Repair or replace door
Bldg 8 Rm 830	Emergency exit blocked	Remove blockage
Rm 809	Door handle missing	Replace handle
Rm 808	Storage clutter	Clean up
Rm 829	Emergency exit blocked	Remove blockage
Rm 827-A	Broken door handle	Replace handle
Rm 827-B	Cluttered	Clean up
Rm 837	Room number missing. Cluttered	Replace room number. Clean up.
Bldg 9 Rm 906	Cluttered	Clean up
Rm 902	Emergency evacuation route not posted	Post emergency evacuation route
Bldg 5 – Cafeteria	Cluttered	Clean up
Bldg 10 Rm 1014	Improper storage in electrical room	Clean up and remove
Rm 1004	AC unit needs cover grate over opening.	Replace grate



# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 27, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Stewart Street Elem

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Stewart Street Elem on the above date.

The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Stewart Street Elementary

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Throughout	Fire alarm inspection out of date Last date August of 2005	Have system inspected/tagged
Oct, Nov, Feb, March	No fire drills	Conduct monthly drills
Bldg 7 South hall doorway	Exit light out	Repair or replace light
#51, #50	Emergency light out	Repair or replace light
Portable 9926	Exit light out	Repair or replace light
Portable 9930	Fire extinguisher missing	Install fire extinguisher
Portable 9940	Exit light out	Repair or replace light
Bldg 5 Rm 42 Rm 38, 39	East exit light out No emergency evacuation route	Repair or replace light Post emergency evacuation route
Bldg 4 Rm 15	No emergency evacuation route	Post emergency evacuation route
Bldg 3 Rm 27	No emergency evacuation route	Post emergency evacuation route
Bldg 2 Rm 42	Emergency light out	Repair or replace light
Rm 43	Kitchen hood system needs inspection and tagged	Have inspected and tagged

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 27, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Gadsden Technical

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of GTI on the above date.

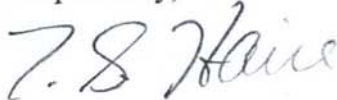
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

*Fire Safety & Prevention Inspection Report*

Gadsden Technical Institute

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Throughout	No fire alarm inspection tag	Have system tagged
Bldg 12	Emergency lights out	Repair or replace light
Rm 15 hallway	Exit light out	Repair or replace light
Bldg 8 Rm 1	Exit light out	Repair or replace light

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 4, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Carter Parramore

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Carter Parramore on the above date.

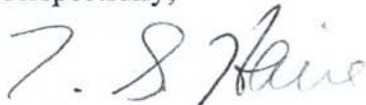
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

## *Fire Safety & Prevention Inspection Report*

Carter Parramore

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 1 office	Fire alarm showing trouble /inoperable	Have system serviced
Rm 37	Secondary fire exit blocked	Remove blockage
Near rm 38	Exit sign damaged	Install new sign
Rm 39, 23	No emergency evacuation route	Post evacuation route
Rm 48, 29, 20	Secondary fire exit blocked	Remove blockage
Rm 12-A	Clutter in water heater room	Remove clutter-clean up
Bldg 5 Rm 500	Exit light out	Repair or replace light
99-33	Emergency light out	Repair or replace light
Old Band Room	Used for storage	Clean up
Rm 7	Exit light damaged (boy's locker romp	Repair or replace light
Rm 8	Fire extinguisher missing	Re-mount fire extinguisher
99-31, 32	Emergency light out	Repair or replace light
	Exit light out at test	
Bldg 7 Rm 1	No suppression system over stove	DO NOT USE STOVE until proper suppression system installed
Rm 4	Cluttered electrical room	Remove clutter-clean up
Rm 8	Exit light out at test	Repair or replace light
99-68	Emergency light out	Repair or replace light
Bldg 2 Rm 10	Fire extinguisher discharged Powder throughout room	Have extinguisher serviced / tagged
Bldg 3 Rm 5	Hood suppression out of inspection Last date of April 2011	Have inspected and tagged
Rm 5	North West exit and emergency light out South East exit light out and North East exit light out	Repair or replace

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 4, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: George Munroe Elementary

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of George Munroe Elem on the above date.

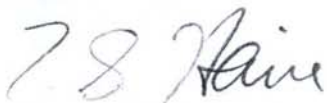
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

## *Fire Safety & Prevention Inspection Report*

George Elementary

Location	Violation	Corrective Action
Bldg 14	Fire alarm out of inspection Last day of Dec 2010	Have serviced and tagged
Rm 18	Cluttered with boxed storage	Clean up and organize
Bldg 3 Rm 8	Electrical cords running along floor	Remove or secure cords
98-04	Emergency light not working	Repair or replace light
98-05	Emergency light not working	Repair or replace light
Rm 2	Exit light not working	Repair or replace light
Rm 1	Exit light not working	Repair or replace light
Bldg 4	Emergency light not working	Repair or replace light
Bldg 7 Rm 1	Gas can stored inside	Remove gas can to outside
99-08	Emergency light not working	Repair or replace light
99-09	Emergency light not working	Repair or replace light
	East exit blocked with desks	Remove to clear exit
Rm 8	No fire extinguisher	Purchase and properly mount tagged extinguisher
99-10	Emergency light out East exit blocked	Repair or replace light Remove blockage
99-11	East exit blocked	Remove blockage
Bldg 9 Rm 8	Fire extinguisher not hung properly	Re-hang extinguisher
Rm 5	No fire extinguisher	Purchase and properly mount Tagged extinguisher
Bldg 12 Rm 9	Fire extinguisher not hung properly Excessive combustibile storage	Re-hang exztinguisher Clean up and organize storage
99-054	Exposed AC exhaust fan wire	Properly cover wires
Bldg 11 Rm 18	Emergency light not working	Repair or replace
Rm 23	Emergency light not working	Repair or replace
Rm 12	Emergency light not working	Repair or replace
Rm 1	Emergency light not working	Repair or replace
Rm 11	Fire extinguisher discharged	Have serviced, tagged and hung
Rm 2	No emergency evacuation route	Post emergency evacuation route
Rm 23	Emergency light not working Outside room 7	Repair or replace
Rm 6	No emergency evacuation route	Post emergency evacuate route
Rm 2	Exit light out (2) Emergency light not working	Repair or replace Repair or replace



# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 4, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Shanks Middle

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Shanks Middle school on the above date.

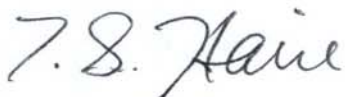
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Shanks Middle

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 1 Rm 21	Fire alarm out of inspection Last date Nov 2010	Have serviced and tagged
Bldg 3 Rm 12 Rm 5 Rm 28 Rm 37	Emergency light out No emergency evacuation route posted Exit light hanging by wire Excess combustibles in room	Repair or replace light Post evacuation route Repair or replace light Remove combustibles
Bldg 5 Rm 3 Rm 10 Rm 7	Gas blower and gas stored inside Fire extinguisher found on floor Hood suppression sys out of inspection Last date of 2008	Remove to outside Hang extinguisher & serviced Have serviced and tagged
Bldg 6 Rm 3 Rm 25	Exit light not working near room 14 Emergency light not working	Repair or replace light Repair or replace light
Bldg 7 Rm 13 Rm 3	All Exit lights out Faulty light switch	Repair or replace Repair or replace
99-55	Fire extinguisher out of inspection	Have serviced and tagged
99-52	Emergency light out	Repair or replace
99-53	Fire extinguisher out of inspection	Have serviced and tagged
99-49	Fire extinguisher out of inspection	Have serviced and tagged
99-51	Exit light out at test Broken windows	Repair or replace Repair or replace
99-50	Emergency light out	Repair or replace
99-48	Fire extinguisher out of inspection / tag date Fire extinguisher out of inspection / tag date	Have serviced and tagged Have serviced and tagged
Bldg 15 Rm 1	No emergency evacuation route posted	Post emergency evacuation route
Bldg 12 Rm 4 Rm 6	No emergency evacuation route posted No emergency evacuation route posted	Post emergency evacuation route Post emergency evacuation route

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

April 29, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Chattahoochee Elementary

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Chattahoochee Elementary school on the above date.

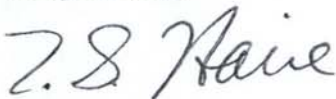
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Chattahoochee Elementary

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 1 Rm 36	Exit light out at test	Repair or replace light
Rm 1	Fire alarm out of inspection Last date July 2007	Have serviced and tagged
Rm 32, 31	Exit light out at test	Repair or replace light
Rm 26, 25, 21 44	Emergency light out at test	Repair or replace light
Rm 38, 39, 40 43	Exit light out at test	Repair or replace light
Rm 43	Hood suppression out of inspection Last date July 2005	Have serviced and tagged
Rm 98 -01	Exit / emergency light out at test	Repair or replace light
Rm 37 `	Emergency light out	Repair or replace light
Rm 15	Exit light out at test	Repair or replace light
Rm 13	Emergency light out	Repair or replace light
Rm 12	Exit door sticking – hard to open	Repair or replace door
Rm 2	Emergency light battery weak	Replace light battery
Rm 7	Exit light out at test	Repair or replace light
Rm 5	Emergency light out	Repair or replace light

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 5, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: St John Elementary

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of St John Elementary school on the above date.

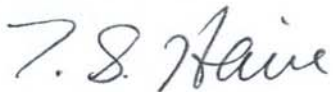
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

St John Elementary

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 1	Fire alarm out of inspection (June '05)	Have system inspected and tagged
989-12	Exit light out	Repair or replace
Bldg 3 Rm 45	Exit light out	Repair or replace
Bldg 2 Rm 31	Exit light out	Repair or replace
Rm 28	No evacuation route posted	Post evacuation route
Rm 28	Exceeding 20% rule for paper on walls	Remove some of the paper
Rm 27	No evacuation route posted	Post evacuation route
Rm 19	No evacuation route posted	Post evacuation route
Rm 18	Evacuation route partially covered	Remove obstruction of route
Outside Rm 17	Exit lighting hanging by wiring	Repair or replace
99-23	Exit light out	Repair or replace
99-01	No suppression system over stove	Needs residential suppression system
Bldg 4 Rm 44	No evacuation route posted	Post evacuation route
Rm 44	Secondary exit partially blocked	Remove table and chairs
Rm 42	Exceeding 20% ruled for paper on walls	Remove some of the paper
Rm 38	Exit light out	Repair or replace
Rm 37	No evacuation route posted	Post evacuation route
Rm 35	Exit light out	Repair or replace

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 5, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Gadsden Elementary Magnet

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Gadsden Elementary Magnet school on the above date.

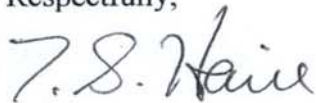
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Gadsden Elementary Magnet

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 7 Rm 8	No evacuation plan posted	Post evacuation plan
Near Rm 17	Exit light out at test	Repair or replace
Rm 27	Evacuation plan covered up	Must be able to see plan
Near Rm 2	Exit light out at test Exit door sticking	Repair or replace Adjust door

Fire alarm system silenced – Needs immediate servicing.

Pre-K – no evacuation plans

Install exit signs to make exits more obvious

Cafeteria – SW exit light out

Kitchen no longer used for cooking. If resumes cooking, hood system will need to come into compliance.



# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 5, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Gretna Elementary

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Gretna Elementary school on the above date.

The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Gretna Elementary

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Bldg 2 Rm 9	Fire alarm inspection out of date	Have fire alarm inspected and tagged
Rm 9	No fire extinguisher	Purchase an extinguisher and mount properly
Rm 7	Exit light not working	Repair or replace
Rm 15	No evacuation route posted	Post evacuation route
Rm 5	No evacuation route posted	Post evacuation route
99-13	Exit light out at test	Repair or replace

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 2, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: Greensboro Elementary

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of Greensboro Elementary school on the above date.

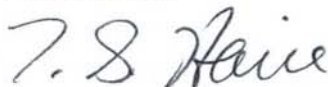
The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

Greensboro Elementary

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
	Fire alarm out of inspection (date as of 2008)	Have system inspected and properly tagged
Room 229	No suppression system on stove hood	Have certified suppression system installed and tagged
Room 217, 214, 203	No evacuation plan posted	Post evacuation plan
Bldg 5 Rm 4	Improperly stored combustibles	Remove paper from electrical room
Bldg 5 Rm 2	No evacuation plan posted	Post evacuation plan
Bldg 5 Rm 99-67 99-35, 99-65	Emergency light out	Fix or replace light
Room 99-65	Exit light out at test	Fix or replace light
Room 99-61	Exit light out at test (west exit)	Fix or replace light
Room 99-47	Exit light out at test (east exit)	Fix or replace light
Room 99-45	Emergency light out	Fix or replace light
Bldg 6 Rm 8	Exit light out at test	Fix or replace light
Bldg 6 RM 98-16	Exit light out at test	Fix or replace light
Bldg 3 Rm 319-B	Improperly stored combustibles	Remove boxes in electrical room
Rm 319	Improperly stored combustibles	Remove boxes in water heater room

# THE CITY OF QUINCY

## QUINCY FIRE DEPARTMENT

---

May 2, 2011

Gadsden County Schools  
805 S Stewart Street  
Quincy, FL. 32351  
Mr. Wayne Shepard

Re: West Gadsden High School

Dear Mr. Shepard,

I conducted a fire prevention and safety inspection of West Gadsden High School on the above date.

The inspection was pursuant to the National Fire Protection Association Codes, the State Fire Marshal's Rules and Regulations, and the Florida Fire Prevention Codes, 2006 edition.

I have attached a list of code and ordinance violations for your reference. Please make the appropriate corrections within 40 days.

If you have questions or wish to approach the City Board of Adjustments and Appeals regarding the inspection report, please contact me at 875-7315 within 30 days of receiving this notification.

Thank you for your interest in fire safety and prevention.

Respectfully,



Captain T.S. Haire, Inspector

/cw

Attachment

***Fire Safety & Prevention Inspection Report***

West Gadsden High School

<u>Location</u>	<u>Violation</u>	<u>Corrective Action</u>
Room 130	Sprinkler system out of date (last date is June, 2008)	Have inspected and tagged
Room 736	Fire extinguisher missing	Install new extinguisher
Room 620-A	Evacuation plan missing	Post evacuation plan
Room 601	Pressure washer (gas) stored improperly	Remove from inside to proper storage location
Room 818-A	Improper cover on smoke detector	Remove cover for detector
Room 814	Evacuation plan missing	Post evacuation plan

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 11d

**DATE OF SCHOOL BOARD MEETING:** **June 28, 2011**

**TITLE OF AGENDA ITEM:** **Comprehensive Safety Inspection Reports**

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** **For Board approval of Comprehensive (Fire, Safety, Casualty and Sanitation) Inspection Reports as per Florida School Law 1013.12. Inspections done by AG&B Safety Inspectors of Jasper, FL.**

**FUND SOURCE:** 110

**AMOUNT:** \$10,913.83

**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.



## FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

### SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

ORGANIZATION: 20-GADSDEN COUNTY SCHOOL DISTRICT  
 FACILITY: ALL  
 FACILITY USE: ALL  
 CONDITION: 1-SATISFACTORY

DISTRICT : 00020 GADSDEN COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	MOD STA	TOTAL NSF	TOTAL CLASS ROOMS
✓ 2	2	4	1	GEORGE W MUNROE ELEMENTARY	1830 W KING STREET	QUINCY	5	15	PK 05	1955	16	75,760	681	11	12,036	196	0	0	0	87,796	47
✓ 3	3	4	1	GREENSBORO ELEMENTARY SCHOOL (NEW)	HIGHWAY 12	GREENSBORO	5	15	PK 05	1889	9	70,353	371	10	8,173	142	0	0	0	78,526	27
✓ 6	6	4	1	HAVANA ELEMENTARY	705 U S 27 S	HAVANA	5	27	PK 05	1931	8	72,915	744	7	6,954	94	0	0	0	79,869	44
✓ 7	7	4	1	GADSDEN ELEMENTARY MAGNET SCHOOL	W KING STREET	QUINCY	5	10	PK 05	1919	6	54,309	246	1	720	0	0	0	0	55,029	15
X 8	8	1	2	GREENSBORO ELEMENTARY (OLD)	STATE ROAD 270	GREENSBORO	5	12	PK 06	1923	8	46,818	468	6	5,826	56	0	0	0	52,644	28
✓ 9	9	4	1	CHATTAHOOCHEE ELEMENTARY	MAPLE STREET	CHATTAHOOCHEE	5	29	PK 06	1970	1	56,219	409	5	4,142	76	0	0	0	60,361	25
✓ 10	10	4	2	GRETNA ELEMENTARY	34 HIGHWAY 90 W	GRETNA	5	18	PK 05	1924	8	50,422	433	3	3,698	36	0	0	0	56,130	25
✓ 11	11	4	2	SAINT JOHNS ELEMENTARY	186 OLD BAINBRIDGE ROAD	QUINCY	5	15	PK 05	1935	5	45,207	433	3	4,390	36	0	0	0	49,597	25
✓ 12	12	4	1	STEWART STREET ELEMENTARY	S STEWART STREET	QUINCY	5	25	PK 05	1958	9	62,012	683	8	9,337	100	0	0	0	77,141	42
✓ 13	14	5	1	JAMES A SHANKS MIDDLE SCHOOL	1400 W KING STREET	QUINCY	5	30	06 08	1963	8	126,789	1,043	8	10,089	140	0	0	0	136,878	51
✓ 14	15	10	1	CARTER-PARRAMORE ALTERNATIVE SCHOOL	631 S STEWART STREET	QUINCY	5	34	KG 12	1952	8	99,917	952	5	4,309	101	0	0	0	104,226	49
✓ 15	17	12	6	M D WALKER ADMINISTRATIVE CENTER	35 EXPERIMENT STATION ROAD	QUINCY	5	22	CA CA	1958	4	54,072	0	6	8,303	54	0	0	0	62,375	3
✓ 16	16	15	6	TRANSPORTATION CENTER	720 S STEWART STREET	QUINCY	5	20	DS DS	1927	1	17,530	0	0	0	0	0	0	0	17,530	0
✓ 19	20	5	1	HAVANA MIDDLE (NEW)	1100 E 9TH AVENUE	HAVANA	5	50	06 08	1992	10	103,489	575	0	0	0	0	0	0	103,489	25

Report Date: 3/31/2011 3:11:19 PM





## FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

### SCHOOL LAND INVENTORY DISTRICT/FACILITIES/PARCEL SEQUENCE

DISTRICT : 00020 GADSDEN COUNTY SCHOOL DISTRICT

FAC	PAR	USE	COC	FACILITY NAME	STREET ADDRESS	CITY/TOWN	OWN	ACRES	LOW/ HIGH GRADE	YEAR ACQ	PERM TOT BLDG	PERM NSF	PERM STA	RELOC UNITS	RELOC NSF	RELOC STA	MOD UNITS	MOD NSF	TOTAL NSF	C ROOMS
✓ 20	21	7	1	EAST GADSDEN HIGH SCHOOL	27001 BLUE STAR MEMORIAL HIGHWAY	HAVANA	5	100	09 12	1999	11	211,656	1,542	0	0	0	0	0	211,656	65
✓ 21	13	10	1	GADSDEN TECHNICAL INSTITUTE	201 EXPERIMENT STATION ROAD	QUINCY	5	15	09 12	1972	6	46,212	233	3	4,715	100	0	0	50,927	18
22	22	9	1	WEST GADSDEN HIGH SCHOOL (NEW)	HIGHWAY 12	GREENSBORO	5	62	09 12	2005	9	116,980	757	0	0	0	0	0	116,980	32

**Vacant Parcels**

	18				EXPERIMENT STATION ROAD	QUINCY	5	15		1972	0	0	0	0	0	0	0	0	0	0
	19				EXPERIMENT STATION ROAD	QUINCY	5	18		1972	0	0	0	0	0	0	0	0	0	0
	23				FLAT CREEK HIGHWAY - CR 270A	GREENSBORO	5	81		2004	0	0	0	0	0	0	0	0	0	0
	24				200 Providence Road	Greensboro	5	63		2005	0	0	0	0	0	0	0	0	0	0

<b>TOTALS :</b>							675			127	1,310,660	9,570	76	82,892	1,131	0	0	1,401,154	519
-----------------	--	--	--	--	--	--	-----	--	--	-----	-----------	-------	----	--------	-------	---	---	-----------	-----

TOTAL SCHOOLS: 17

TOTAL PARCELS: 21

TOTAL STUDENT STATIONS : 10,701

Rep: e: 3/31/2011 3:11:19 PM



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00003 00003  
 School Name Greensboro Elementary  
 Address 559 Greensboro Hwy  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
205	002.5	F	00 (all)	00 (all)	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	6/1/2011	
402	008.11(d)	F	01	100	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	6/1/2011	
-	1(e)6	B	01	108	-	\$0.00	O	Clean cobwebs from walls and/or ceiling	0	60	6/1/2011	
-	17(f)	B	02	201	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
199	008.8(a)4	F	02	203	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	6/1/2011	
210	008.8(a)2	C	02	211	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	6/1/2011	
804	17(f)1e	B	02	213	-	\$0.00	O	Extension cords are not approved - remove	0	60	6/1/2011	
-	17(f)	B	02	213	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
-	17(f)	B	02	214	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
-	17(f)	B	02	218	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
-	14(aa)2	B	02	235	-	\$0.00	M	Chemical shelves need a 1/2 inch lip on the front	0	60	6/1/2011	
-	17(f)	B	02	242	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
-	17(f)	B	02	245	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
-	17(f)	B	02	246	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
505	.008.7(b)	F	03	309	-	\$0.00	M	Fire extinguisher (K class) is required- install	0	30	6/1/2011	
-	1(e)3	F	04	413	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	6/1/2011	
-	17(f)	B	05	002	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
199	17(f)2c	B	05	004	-	\$0.00	O	Storage must be removed from electrical room	0	60	6/1/2011	
-	17(f)	B	05	015	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00003 00003  
 School Name Greensboro Elementary  
 Address 559 Greensboro Hwy  
 City Quincy  
 State Florida  
 Zip 32351

804	17(f)1e	B	05	015	-	\$0.00	O	Extension cords are not approved - remove	0	60	6/1/2011	
-	4(d)	E	06	001 gym	-	\$0.00	M	Stadiums and bleachers inspections	0	30	6/1/2011	
209	008.5(b)5	F	98	16	-	\$0.00	C	Door closer needs to be installed	0	30	6/1/2011	
-	1(e)6e	B	98-99	00 (all)	-	\$0.00	M	Air filters need to be replaced.	0	60	6/1/2011	
-	2(b)6	B	98-99	all	-	\$0.00	M	Portable skirting needs repair	0	60	6/1/2011	
-	1(e)6f	E	99	35	-	\$0.00	O	Light shield is missing - replace	0	30	6/1/2011	
204	008.11(b)	C	99	35	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	6/1/2011	
-	9(a)	C	99	37	-	\$0.00	M	Door needs to be repaired/replaced	0	30	6/1/2011	
204	008.11(b)	C	99	45	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	6/1/2011	
106	008.6(a)	F	99	45	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	6/1/2011	
209	008.5(b)5	F	99	45	-	\$0.00	C	Door closer needs to be installed	0	30	6/1/2011	
204	008.11(b)	C	99	47	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	6/1/2011	
106	008.6(a)	F	99	47	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	6/1/2011	
209	008.5(b)5	F	99	47	-	\$0.00	C	Door closer needs to be installed	0	30	6/1/2011	
106	008.6(a)	F	99	61	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	6/1/2011	
203	008.11(b) 2	C	99	61	-	\$0.00	O	Exit sign needs bulb(s)	0	30	6/1/2011	
209	008.5(b)5	F	99	65	-	\$0.00	C	Door closer needs to be installed	0	30	6/1/2011	
204	008.11(b)	C	99	65	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	6/1/2011	
203	008.11(b) 2	C	99	65	-	\$0.00	O	Exit sign needs bulb(s)	0	30	6/1/2011	
-	2(b)6	B	99	65	-	\$0.00	M	Portable exterior needs repair	0	60	6/1/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00003 00003  
 School Name Greensboro Elementary  
 Address 559 Greensboro Hwy  
 City Quincy  
 State Florida  
 Zip 32351

199	008.8(a)4	F	99	66	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	6/1/2011	
204	008.11(b)	C	99	67	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	6/1/2011	
-	4(d)	E	football	stadium	-	\$0.00	M	Stadiums and bleachers inspections	0	30	6/1/2011	
211	008.8(a)2	C	outside gates	all (chains)	-	\$0.00	O	Exit is obstructed - keep clear	0	30	6/1/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 6-1-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes  No

Approval of Reports by Board (including letter)  Yes  No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00002 00002  
 School Name George W. Munroe Elementary  
 Address 1850 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
204	008.11(b)	C	02	01	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
804	17(f)1e	B	03	07	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
-	17(f)	B	03	08	-	\$0.00	M	Cord running across door/ceiling/aisle must be removed	0	60	5/24/2011	
-	10(d)	B	03	09	-	\$0.00	M	Floor tile is missing/damaged & needs repaired/replaced	0	60	5/24/2011	
199	17(f)2c	B	04	01	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/24/2011	
506	008.7(b)	F	06	01	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/24/2011	
-	1(e)6	B	06	01B	-	\$0.00	O	Housekeeping is poor - room is cluttered and disorganized	0	60	5/24/2011	
501	008.7(b)	F	07	06	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/24/2011	
506	008.7(b)	F	07	08	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/24/2011	
502	008.7(b)	F	07	09	-	\$0.00	M	Fire extinguisher needs to be mounted	0	30	5/24/2011	
199	008.8(a)4	F	08	01	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011	
199	008.8(a)4	F	08	02	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011	
804	17(f)1e	B	09	04	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
-	008.7(a)7a	C	09	04	-	\$0.00	O	Emergency evacuation diagram needs to be posted	0	30	5/24/2011	
506	008.7(b)	F	09	05	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/24/2011	
-	1(e)6f	B	09	06A	-	\$0.00	O	Light bulb needs to be replaced	0	60	5/24/2011	
-	17(f)	B	09	06A	-	\$0.00	M	Cord running across door/ceiling/aisle must be removed	0	60	5/24/2011	
-	9(c)	C	09	07	-	\$0.00	M	Door lock needs to be repaired/replaced	0	30	5/24/2011	
-	4(c)	B	10	C	-	\$0.00	M	Walkway needs repair	0	60	5/24/2011	
204	008.11(b)	C	11	01	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00002 00002  
 School Name George W. Munroe Elementary  
 Address 1850 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

210	008.8(a)2	C	11	01	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
210	008.8(a)2	C	11	02	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
199	008.8(a)4	F	11	05	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
199	008.8(a)4	F	11	06	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
209	008.5(b)5	F	11	07	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011
210	008.8(a)2	C	11	07	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
199	17(f)2c	B	11	09	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/24/2011
501	008.7(b)	F	11	11	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/24/2011
204	008.11(b)	C	11	11	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011
-	8(c)	B	11	11	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/24/2011
210	008.8(a)2	C	11	11	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
204	008.11(b)	C	11	12	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011
199	008.8(a)4	F	11	12	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
210	008.8(a)2	C	11	12	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
209	008.5(b)5	F	11	15	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011
204	008.11(b)	C	11	18	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011
209	008.5(b)5	F	11	18	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011
209	008.5(b)5	F	11	19	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011
209	008.5(b)5	F	11	22	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011
204	008.11(b)	C	11	22	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011
204	008.11(b)	C	11	23	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011
204	008.11(b)	C	11	23	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00002 00002  
 School Name George W. Munroe Elementary  
 Address 1850 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

199	17(f)2c	B	12	09	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/24/2011	
502	008.7(b)	F	12	09	-	\$0.00	M	Fire extinguisher needs to be mounted	0	30	5/24/2011	
402	008.11(d)	F	14	01	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/24/2011	
1201	002.5	E	14	05	-	\$0.00	O	Fire drill reports are incomplete	0	30	5/24/2011	
-	17(f)1b	F	14	08A	-	\$0.00	C	GFCI needs to be installed	0	30	5/24/2011	
199	008.10(b)1	B	14	18	-	\$0.00	O	Storage must be removed from mechanical room	0	60	5/24/2011	
199	17(f)2c	B	14	20	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/24/2011	
204	008.11(b)	C	98	04	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
204	008.11(b)	C	98	04	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
199	008.8(a)4	F	98	04	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011	
-	2(b)6	B	98	07	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	
209	008.5(b)5	F	99	05	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011	
-	2(b)6	B	99	05	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	
106	008.6(a)	F	99	05	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/24/2011	
204	008.11(b)	C	99	05	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
209	008.5(b)5	F	99	05	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011	
-	2(b)6	B	99	06	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	
-	2(b)6	B	99	06	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	
-	17(f)	B	99	07	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/24/2011	
204	008.11(b)	C	99	08	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
-	2(b)6	B	99	08	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00002 00002  
 School Name George W. Munroe Elementary  
 Address 1850 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

-	17(f)1	B	99	08	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/24/2011	
199	008.2(f)	C	99	08	-	\$0.00	M	Ramp needs repair	0	30	5/24/2011	
804	17(f)1e	B	99	08	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
-	17(f)	B	99	08	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
502	008.7(b)	F	99	08	-	\$0.00	M	Fire extinguisher needs to be mounted	0	30	5/24/2011	
-	17(f)	B	99	09	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
506	008.7(b)	F	99	09	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/24/2011	
204	008.11(b)	C	99	09	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
209	008.5(b)5	F	99	09	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011	
209	008.5(b)5	F	99	09	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011	
210	008.8(a)2	C	99	09	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011	
209	008.5(b)5	F	99	09	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011	
209	008.5(b)5	F	99	09	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011	
-	2(b)6	B	99	09	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	
-	9(a)	C	99	10	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/24/2011	
-	17(f)	B	99	10	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/24/2011	
210	008.8(a)2	C	99	10	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011	
199	008.8(a)4	F	99	10	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011	
-	2(b)6	B	99	10	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011	
204	008.11(b)	C	99	10	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
-	2(b)5a	B	99	10-11	-	\$0.00	C	Covered walks needed for portables in use 2 or more years.	0	60	5/24/2011	





**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00002 00002  
 School Name George W. Munroe Elementary  
 Address 1850 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

-	9(a)	C	99	11	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/24/2011
210	008.8(a)2	C	99	11	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
-	2(b)6	B	99	11	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011
199	008.8(a)4	F	99	11	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
204	008.11(b)	C	99	11	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011
106	008.6(a)	F	99	11	-	\$0.00	O	Couch, chair, etc must be labeled flame resistant	0	30	5/24/2011
-	2(b)6	B	99	42	-	\$0.00	M	Portable skirting needs repair	0	60	5/24/2011

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-24-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes \_\_\_No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
 School Name Havana Elementary  
 Address 705 S US Highway 27  
 City Havana  
 State Florida  
 Zip 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
299	008.2(f)12	C	00	bleachers	-	\$0.00	C	Hand rails need to be installed	0	30	5/27/2011	
804	17(f)1e	B	01	01	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
-	17(f)	B	01	02	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
-	17(f)	B	01	03	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
-	17(f)	B	01	05	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
-	17(f)	B	01	06	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
-	17(f)	B	03	18	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
804	17(f)1e	B	03	18	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
804	17(f)1e	B	03	19	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
804	17(f)1e	B	03	20	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
-	17(f)	B	04	26	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
106	008.6(a)	F	04	27	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/27/2011	
804	17(f)1e	B	04	27	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
804	17(f)1e	B	04	28	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
407	008.11(d)	F	05	02C	-	\$0.00	M	Fire alarm in trouble mode needs repair	0	30	5/27/2011	
402	008.11(d)	F	05	02C	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/27/2011	
-	17(f)	B	05	02C	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/27/2011	
209	008.5(b)6	F	06	00	-	\$0.00	O	Doors with closers must be free of any hold open device	0	30	5/27/2011	
204	008.11(b)	C	06	35	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
204	008.11(b)	C	06	35	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
 School Name Havana Elementary  
 Address 705 S US Highway 27  
 City Havana  
 State Florida  
 Zip 32333

-	17(f)	B	06	36	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
204	008.11(b)	C	06	37	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
-	17(f)	B	06	37	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
204	008.11(b)	C	06	38	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
204	008.11(b)	C	06	42	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
204	008.11(b)	C	06	44	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
204	008.11(b)	C	06	45	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
804	17(f)1e	B	06	45	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	
-	17(f)	B	06	46	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
199	008.8(a)4	F	07	51	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/27/2011	
199	008.8(a)4	F	07	52	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/27/2011	
-	17(f)	B	07	52A	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/27/2011	
-	1(e)6f	B	07	52A	-	\$0.00	O	Light bulb needs to be replaced	0	60	5/27/2011	
199	008.8(a)4	F	08	01	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/27/2011	
-	17(f)	B	08	01	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
-	8(c)	B	08	02	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/27/2011	
-	8(c)	B	08	03	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/27/2011	
-	17(f)1	B	08	07	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/27/2011	
-	1(e)3	F	08	09	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	5/27/2011	
-	9(a)	C	98	10	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/27/2011	
204	008.11(b)	C	98	10	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
804	17(f)1e	B	98	10	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/27/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
 School Name Havana Elementary  
 Address 705 S US Highway 27  
 City Havana  
 State Florida  
 Zip 32333

-	1(e)6e	B	98 & 99	all	-	\$0.00	M	Air filters need to be replaced.	0	60	5/27/2011	
-	17(f)	E	99	0039	-	\$0.00	M	Electrical panel box needs panel blanks installed	0	30	5/27/2011	
106	008.6(a)	F	99	11	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/27/2011	
-	17(f)	B	99	16	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/27/2011	
204	008.11(b)	C	99	17	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
204	008.11(b)	C	99	18	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
-	17(f)	B	99	21	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
204	008.11(b)	C	99	22	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/27/2011	
-	2(b)6	B	99	all	-	\$0.00	M	Portable skirting needs repair	0	60	5/27/2011	
205	002.5	F	all	all	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/27/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-27-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes  No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

AG & B SAFETY INSPECTORS



Ronald Hobbs

**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
**School Name** Havana Elementary  
**Address** 705 S US Highway 27  
**City** Havana  
**State** Florida  
**Zip** 32333

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00007 00007  
 School Name Gadsden Elementary Magnet  
 Address 500 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
199	008.8(a)4	F	03	01	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/25/2011	
-	3(a)	E	03	outside	-	\$0.00	O	Plant intruding onto ramp - trim plant back	0	30	5/25/2011	
-	4(d)	E	04	01	-	\$0.00	M	Stadiums and bleachers inspections	0	30	5/25/2011	
-	17(f)	B	04	02B	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
-	17(f)	B	05	02	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
804	17(f)1e	B	05	22	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
-	17(f)	B	05	23	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
-	17(f)	B	05	26	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
203	008.11(b)2	C	07	01	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/25/2011	
-	17(f)	B	07	05	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
402	008.11(d)	F	07	14A	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/25/2011	
-	17(f)	B	07	18	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
804	17(f)1e	B	07	21	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
-	17(f)	B	07	25	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
209	008.5(b)5	F	07	25	-	\$0.00	C	Door closer needs to be installed	0	30	5/25/2011	
-	9(c)13	C	07	26	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/25/2011	
-	9(a)	C	07	29 hallway	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/25/2011	
-	17(f)	B	08	03	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
204	008.11(b)	C	08	07	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00007 00007  
School Name Gadsden Elementary Magnet  
Address 500 W. King Street  
City Quincy  
State Florida  
Zip 32351

205	002.5	F	all	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011
-----	-------	---	-----	----	---	--------	---	---	---	----	-----------

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-25-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes \_\_\_ No

Approval of Reports by Board (including letter) \_\_\_ Yes \_\_\_ No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00009 00009  
 School Name Chattahoochee Elementary  
 Address 335 Maple Street  
 City Chattahoochee  
 State Florida  
 Zip 32324

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
1201	002.5	E	01	01B	-	\$0.00	O	Fire drill reports are incomplete	0	30	5/23/2011	
204	008.11(b)	C	01	03	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	04	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	05	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	07	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	08	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
199	008.8(a)4	F	01	09	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/23/2011	
-	8(c)	B	01	11A	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/23/2011	
-	17(f)	B	01	12	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
204	008.11(b)	C	01	13	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)	B	01	13	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
199	008.8(a)4	F	01	13	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/23/2011	
199	008.8(a)4	F	01	14	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/23/2011	
210	008.8(a)2	C	01	14	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/23/2011	
210	008.8(a)2	C	01	16	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/23/2011	
204	008.11(b)	C	01	21	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	24	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	25	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	26	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
209	008.5(b)5	F	01	27	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	





**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00009 00009  
 School Name Chattahoochee Elementary  
 Address 335 Maple Street  
 City Chattahoochee  
 State Florida  
 Zip 32324

-	17(f)	B	01	27	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
-	17(f)	B	01	29	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
203	008.11(b)2	C	01	32	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/23/2011	
-	1(e)6	B	01	32B	-	\$0.00	O	Housekeeping is poor - room is cluttered and disorganized	0	60	5/23/2011	
204	008.11(b)	C	01	34	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)	B	01	34	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
204	008.11(b)	C	01	37	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
209	008.5(b)5	F	01	40	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
515	008.9(j)1	F	01	43	-	\$0.00	M	Hood Suppression System biannual certification has expired	0	30	5/23/2011	
204	008.11(b)	C	01	43	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	01	44	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
204	008.11(b)	C	98	01	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-23-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes  No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



## Gadsden

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
School Name Gretna Elementary  
Address 706 Martin L King Jr Blvd  
City Gretna  
State Florida  
Zip 32332

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
-	3(d)1	E	00	front drive	-	\$0.00	C	Parking area needs to be paved	0	30	5/25/2011	
209	008.5(b)6	F	01	00	-	\$0.00	O	Doors with closers must be free of any hold open device	0	30	5/25/2011	
205	002.5	F	01	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	
804	17(f)1e	B	01	01	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
804	17(f)1e	B	01	02	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
210	008.8(a)2	C	01	02	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/25/2011	
210	008.8(a)2	C	01	05C	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/25/2011	
-	12(f)	E	01	09	-	\$0.00	O	Clean lint from dryer & vent	0	30	5/25/2011	
-	17(f)	B	01	09B	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
-	17(f)1	B	01	09B	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/25/2011	
-	17(f)	B	01	10	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
-	17(f)2d	E	01	10	-	\$0.00	O	Electrical panel access is obstructed-keep clear	0	30	5/25/2011	
209	008.5(b)6	F	02	00	-	\$0.00	O	Doors with closers must be free of any hold open device	0	30	5/25/2011	
205	002.5	F	02	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	
804	17(f)1e	B	02	03	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
204	008.11(b)	C	02	07	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
402	008.11(d)	F	02	09	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/25/2011	
-	17(f)1	B	02	13	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/25/2011	
804	17(f)1e	B	02	17	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
 School Name Gretna Elementary  
 Address 706 Martin L King Jr Blvd  
 City Gretna  
 State Florida  
 Zip 32332

205	002.5	F	03	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	
-	9(a)	C	03	00	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/25/2011	
106	008.6(a)	F	03	04	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/25/2011	
-	17(f)	B	03	07	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
-	9(a)	C	03	08	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/25/2011	
-	10(d)	B	03	08	-	\$0.00	M	Floor tile is missing/damaged & needs repaired/replaced	0	60	5/25/2011	
-	17(f)1	B	03	11	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/25/2011	
804	17(f)1e	B	03	11	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
205	002.5	F	04	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	
-	17(f)	B	04	07 (panel XA)	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
205	002.5	F	05	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	
-	17(f)	B	05	04	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
-	17(f)	B	05	2D	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
205	002.5	F	09	01	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	
504	008.7(b)	F	09	01	-	\$0.00	O	Fire extinguisher access is obstructed - keep clear	0	30	5/25/2011	
-	1(e)6f	B	09	01	-	\$0.00	O	Light bulb needs to be replaced	0	60	5/25/2011	
-	1(e)3	F	09	02	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	5/25/2011	
-	17(f)	B	98	05	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
-	2(b)6	B	98	05	-	\$0.00	M	Portable skirting needs repair	0	60	5/25/2011	
-	1(e)6e	B	98	05	-	\$0.00	M	Air filters need to be replaced.	0	60	5/25/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00010 00010  
**School Name** Gretna Elementary  
**Address** 706 Martin L King Jr Blvd  
**City** Gretna  
**State** Florida  
**Zip** 32332

205	002.5	F	98	05	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011
210	008.8(a)2	C	98	06	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/25/2011
-	17(f)	B	98	06	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011
205	002.5	F	98	06	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011
106	008.6(a)	F	99	12	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/25/2011
205	002.5	F	99	12	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011
-	2(b)5a	B	99	13	-	\$0.00	C	Covered walks needed for portables in use 2 or more years.	0	60	5/25/2011
205	002.5	F	99	13	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011
-	17(f)1	B	99	13	01	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/25/2011
-	17(f)	B	99	13	04	\$0.00	M	Electrical outlet needs repair	0	60	5/25/2011
402	008.11(d)	F	99	13	09	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/25/2011

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-25-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes \_\_\_ No

Approval of Reports by Board (including letter) \_\_\_ Yes \_\_\_ No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00011 00011  
 School Name Saint Johns Elementary  
 Address 4463 Bainbridge Hwy  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
-	3(i)4	B	00	playground	-	\$0.00	M	Playground surface must be resilient material	0	60	5/25/2011	
407	008.11(d)	F	01	01	-	\$0.00	M	Fire alarm in trouble mode needs repair	0	30	5/25/2011	
402	008.11(d)	F	01	01	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/25/2011	
199	008.8(a)4	F	01	01A	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/25/2011	
-	9(c)	C	01	13	-	\$0.00	M	Door lock needs to be repaired/replaced	0	30	5/25/2011	
501	008.7(b)	F	01	14	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/25/2011	
-	17(f)	E	01	14 (panel EM)	-	\$0.00	M	Electrical panel box needs panel blanks installed	0	30	5/25/2011	
209	008.5(b)5	F	02	16-31 (outside)	-	\$0.00	C	Door closer needs to be installed	0	30	5/25/2011	
210	008.8(a)2	C	02	17	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/25/2011	
804	17(f)1e	B	02	19,24,25,28	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
-	8(c)	B	02	21B	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/25/2011	
209	008.5(b)6	F	02	24,25	-	\$0.00	O	Doors with closers must be free of any hold open device	0	30	5/25/2011	
804	17(f)1e	B	02	25	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
204	008.11(b)	C	02	32	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
204	008.11(b)	C	03	45	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
-	9(a)	C	03	45	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/25/2011	
199	008.8(a)4	F	03	45B	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/25/2011	
-	17(f)	B	03	45F	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/25/2011	
-	17(f)1	B	04	33	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/25/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00011 00011  
 School Name Saint Johns Elementary  
 Address 4463 Bainbridge Hwy  
 City Quincy  
 State Florida  
 Zip 32351

-	1(e)6f	B	04	34	-	\$0.00	O	Light bulb needs to be replaced	0	60	5/25/2011	
204	008.11(b)	C	04	35	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
209	008.5(b)5	F	04	37-44 (outside door)	-	\$0.00	C	Door closer needs to be installed	0	30	5/25/2011	
804	17(f)1e	B	04	40	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
-	17(f)	B	04	41	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/25/2011	
209	008.5(b)6	F	04	41,42	-	\$0.00	O	Doors with closers must be free of any hold open device	0	30	5/25/2011	
210	008.8(a)2	C	04	44	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/25/2011	
804	17(f)1e	B	98	12	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/25/2011	
106	008.6(a)	F	98	12	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/25/2011	
199	008.8(a)4	F	98	12	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/25/2011	
204	008.11(b)	C	98	12	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
-	1(e)6e	B	98	12	-	\$0.00	M	Air filters need to be replaced.	0	60	5/25/2011	
-	17(f)1b	F	99	01	-	\$0.00	C	GFCI needs to be installed	0	30	5/25/2011	
204	008.11(b)	C	99	01	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
-	2(b)6	B	99	01	-	\$0.00	M	Portable skirting needs repair	0	60	5/25/2011	
-	17(f)1	B	99	01	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/25/2011	
199	008.8(a)4	F	99	01	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/25/2011	
209	008.5(b)5	F	99	01 (both doors)	-	\$0.00	C	Door closer needs to be installed	0	30	5/25/2011	
-	2(b)6	B	99	23	-	\$0.00	M	Portable skirting needs repair	0	60	5/25/2011	



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00011 00011  
 School Name Saint Johns Elementary  
 Address 4463 Bainbridge Hwy  
 City Quincy  
 State Florida  
 Zip 32351

204	008.11(b)	C	99	23	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/25/2011	
-	9(a)	C	99	24	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/25/2011	
199	008.2(f)	C	99	24	-	\$0.00	M	Ramp needs repair	0	30	5/25/2011	
199	008.8(a)4	F	99	24	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/25/2011	
205	002.5	F	all	00	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	5/25/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-25-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes \_\_\_ No

Approval of Reports by Board (including letter) \_\_\_ Yes \_\_\_ No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00012 00012  
 School Name Stewart Street Elementary  
 Address 749 S Stewart St  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
402	008.11(d)	F	01	01	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/26/2011	
-	17(f)1	B	01	04	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/26/2011	
-	17(f)	B	01	07C	-	\$0.00	M	Junction box is missing a cover	0	60	5/26/2011	
199	008.8(a)4	F	02	42	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
199	008.8(a)4	F	02	42B	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
515	008.9(j)1	F	02	43	-	\$0.00	M	Hood Suppression System biannual certification has expired	0	30	5/26/2011	
505	.008.7(b)	F	02	43	-	\$0.00	M	Fire extinguisher (K class) is required- install	0	30	5/26/2011	
106	008.8(a)4	F	03	00 (all)	-	\$0.00	O	Combustibles covering window/door need to be removed	0	30	5/26/2011	
199	008.8(a)4	F	03	20	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
804	17(f)1e	B	03	20	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
-	17(f)	B	03	20	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/26/2011	
199	008.8(a)4	F	03	23	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
804	17(f)1e	B	03	23	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
804	17(f)1e	B	03	24	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
804	17(f)1e	B	03	26	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
199	008.8(a)4	F	03	27	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
106	008.8(a)4	F	04	00 (all)	-	\$0.00	O	Combustibles covering window/door need to be removed	0	30	5/26/2011	
199	008.8(a)4	F	04	09	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
-	1(e)6	B	04	1R	-	\$0.00	O	Clean dirty fan(s)	0	60	5/26/2011	





**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00012 00012  
 School Name Stewart Street Elementary  
 Address 749 S Stewart St  
 City Quincy  
 State Florida  
 Zip 32351

-	1(e)6	B	04	2R	-	\$0.00	O	Clean dirty fan(s)	0	60	5/26/2011	
106	008.8(a)4	F	05	00 (all)	-	\$0.00	O	Combustibles covering window/door need to be removed	0	30	5/26/2011	
804	17(f)1e	B	05	30- 40	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
-	1(e)6	B	05	3R	-	\$0.00	O	Clean dirty fan(s)	0	60	5/26/2011	
-	1(e)6	B	05	3R	-	\$0.00	O	Clean dirty fan(s)	0	60	5/26/2011	
106	008.6(a)	F	05	40	-	\$0.00	O	Combustibles cover more than 20% of walls-reduce amount	0	30	5/26/2011	
-	17(f)	B	05	41	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/26/2011	
203	008.11(b)2	C	05	42	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/26/2011	
-	1(e)6	B	05	4R	-	\$0.00	O	Clean dirty fan(s)	0	60	5/26/2011	
-	1(e)6	B	05	4R	-	\$0.00	O	Clean dirty fan(s)	0	60	5/26/2011	
-	1(e)3	F	06	01	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	5/26/2011	
204	008.11(b)	C	07	50	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
204	008.11(b)	C	07	51	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
210	008.8(a)2	C	07	51	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/26/2011	
210	008.8(a)2	C	07	52	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/26/2011	
-	17(f)	B	07	59	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/26/2011	
199	008.8(a)4	F	07	60	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
-	17(f)	B	07	60	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/26/2011	
106	008.8(a)4	F	07	62	-	\$0.00	O	Combustibles covering window/door need to be removed	0	30	5/26/2011	
199	008.10(b)1	B	07	71	-	\$0.00	O	Storage must be removed from mechanical room	0	60	5/26/2011	



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00012 00012  
 School Name Stewart Street Elementary  
 Address 749 S Stewart St  
 City Quincy  
 State Florida  
 Zip 32351

209	008.5(b)5	F	98	13	-	\$0.00	C	Door closer needs to be installed	0	30	5/26/2011	
199	008.8(a)4	F	99	25	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
204	008.11(b)	C	99	26	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
204	008.11(b)	C	99	27	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
199	008.8(a)4	F	99	27	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
199	008.8(a)4	F	99	28	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
209	008.5(b)5	F	99	28	-	\$0.00	C	Door closer needs to be installed	0	30	5/26/2011	
-	17(f)	B	99	29	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/26/2011	
204	008.11(b)	C	99	30	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
204	008.11(b)	C	99	40	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
204	008.11(b)	C	99	40	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
-	17(f)	B	99	40	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/26/2011	
-	2(b)6	B	99	all	-	\$0.00	M	Portable skirting needs repair	0	60	5/26/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-26-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes \_\_\_ No

Approval of Reports by Board (including letter) \_\_\_ Yes \_\_\_ No

**AG & B SAFETY INSPECTORS**



*Ronald Hobbs*

**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

**F.I.S.H.** 00020 00012 00012

**School Name** Stewart Street Elementary

**Address** 749 S Stewart St

**City** Quincy

**State** Florida

**Zip** 32351

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00013 00014  
 School Name James A. Shanks Middle  
 Address 1400 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
-	1(e)6	B	01	00 (all)	-	\$0.00	O	Clean dirty a/c vents/grills	0	60	5/24/2011	
1201	002.5	E	01	08	-	\$0.00	O	Fire drill reports are incomplete	0	30	5/24/2011	
402	008.11(d)	F	01	21	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/24/2011	
-	17(f)	B	01	24	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/24/2011	
-	17(f)	B	01	29	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
-	17(f)	B	02	05	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
804	17(f)1e	B	02	05	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
-	17(f)1b	F	02	11	-	\$0.00	C	GFCI needs to be installed	0	30	5/24/2011	
-	17(f)	B	02	13	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
804	17(f)1e	B	02	13	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
210	008.8(a)2	C	03	01	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011	
-	17(f)	B	03	05	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
-	17(f)	B	03	06	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
204	008.11(b)	C	03	12	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
-	17(f)	B	03	12	-	\$0.00	M	Light switch needs to be repaired/replaced	0	60	5/24/2011	
-	17(f)1b	F	03	15	-	\$0.00	C	GFCI needs to be installed	0	30	5/24/2011	
-	14(aa)2	B	03	18	-	\$0.00	M	Chemical shelves need a 1/2 inch lip on the front	0	60	5/24/2011	
199	008.8(a)4	F	03	20	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011	
-	9(e)	B	03	25	-	\$0.00	M	Window is broken & needs to be repaired/replaced	0	60	5/24/2011	



## Gadsden

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00013 00014  
School Name James A. Shanks Middle  
Address 1400 W. King Street  
City Quincy  
State Florida  
Zip 32351

210	008.8(a)2	C	03	25	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011	
204	008.11(b)	C	03	28	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
-	17(f)	B	03	31	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
804	17(f)1e	B	03	31	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
199	17(f)2c	B	03	37	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/24/2011	
-	17(f)	B	03	37	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/24/2011	
-	17(f)	B	03	37	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/24/2011	
-	17(f)	B	03	41	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
-	17(f)	B	03	42	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
199	008.8(a)4	F	03	47	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011	
-	17(f)	B	03	49	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
-	9(a)	C	05	01	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/24/2011	
-	1(e)3	F	05	03	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	5/24/2011	
515	008.9(j)1	F	05	07	-	\$0.00	M	Hood Suppression System biannual certification has expired	0	30	5/24/2011	
-	17(f)	B	05	14	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
804	17(f)1e	B	05	16	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011	
-	17(f)	B	05	16	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/24/2011	
-	6(d)	B	06	01	-	\$0.00	M	Bleachers need to be repaired	0	60	5/24/2011	
203	008.11(b)2	C	06	03	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/24/2011	
204	008.11(b)	C	06	18	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	
501	008.7(b)	F	06	27	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/24/2011	
204	008.11(b)	C	06	27	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/24/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00013 00014  
 School Name James A. Shanks Middle  
 Address 1400 W. King Street  
 City Quincy  
 State Florida  
 Zip 32351

-	8(c)	B	07	01	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/24/2011
-	17(f)	B	07	03	-	\$0.00	M	Light switch needs to be repaired/replaced	0	60	5/24/2011
203	008.11(b)2	C	07	08	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/24/2011
203	008.11(b)2	C	07	13	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/24/2011
203	008.11(b)2	C	07	14	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/24/2011
-	8(c)	B	07	14	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/24/2011
199	008.8(a)4	F	15	04	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
199	008.8(a)4	F	15	06	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
804	17(f)1e	B	16	101	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/24/2011
199	008.8(a)4	F	16	106	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/24/2011
-	17(f)	B	16	113	-	\$0.00	M	Light switch needs to be repaired/replaced	0	60	5/24/2011
10	005.2(a)	A	99	48-54	-	\$0.00	O	Unsafe building/room cannot be used. Secure against entry.	0	1	5/24/2011
210	008.8(a)2	C	99	55	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/24/2011
-	17(f)	B	99	55	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/24/2011
-	17(f)1b	F	99	55	-	\$0.00	C	GFCI needs to be installed	0	30	5/24/2011
501	008.7(b)	F	99	55	-	\$0.00	O	Fire extinguisher expired/outdated	0	30	5/24/2011
209	008.5(b)5	F	99	55	-	\$0.00	C	Door closer needs to be installed	0	30	5/24/2011
501	008.7(b)	F	99	55	-	\$0.00	O	Fire extinguisher expired/outdated	0	30	5/24/2011

Please Fill out the information below.

AG & B SAFETY INSPECTORS



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00013 00014  
School Name James A. Shanks Middle  
Address 1400 W. King Street  
City Quincy  
State Florida  
Zip 32351

Inspector Signature: Ronald Hobbs Date of Inspection: 5-24-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes  No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00014 00015  
 School Name Carter Parramore Alternative School  
 Address 631 S Stewart St  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
402	008.11(d)	F	01	02	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/26/2011	
-	9(c)13	C	01	08	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
804	17(f)1e	B	01	10	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
204	008.11(b)	C	01	12	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
804	17(f)1e	B	01	15	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/26/2011	
211	008.5(b)2	C	01	17	-	\$0.00	M	Door thumbturn is operational & must be removed	0	30	5/26/2011	
-	1(e)6	B	01	17H	-	\$0.00	O	Housekeeping is poor - room is cluttered and disorganized	0	60	5/26/2011	
-	9(c)13	C	01	20	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
-	9(a)	C	01	21	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/26/2011	
-	9(c)13	C	01	23	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
-	9(c)13	C	01	27	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
-	9(c)13	C	01	30	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
-	17(f)	B	01	30	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/6/2011	
509	008.10(c)3	F	01	34	-	\$0.00	M	Fire sprinkler inspection is needed	0	30	5/26/2011	
-	17(f)	B	01	45A	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/26/2011	
-	9(a)	C	01	47	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/26/2011	
-	9(c)13	C	01	48	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
210	008.8(a)2	C	01	48	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/26/2011	
203	008.11(b)2	C	01	50	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/26/2011	
-	8(c)	B	01	roof	-	\$0.00	M	Roof damage needs to be repaired	0	60	5/26/2011	





**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00014 00015  
**School Name** Carter Parramore Alternative  
 School  
**Address** 631 S Stewart St  
**City** Quincy  
**State** Florida  
**Zip** 32351

501	008.7(b)	F	02	05	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/26/2011	
-	9(c)13	C	02	07	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
501	008.7(b)	F	02	10	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/26/2011	
-	9(c)13	C	02	11	-	\$0.00	M	Door closer needs to be adjusted/repared	0	30	5/26/2011	
-	9(a)	C	02	13	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/26/2011	
199	008.8(a)4	F	02	13	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
-	17(f)	B	02	15	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/26/2011	
515	008.9(j)1	F	03	05	-	\$0.00	M	Hood Suppression System biannual certification has expired	0	30	5/26/2011	
209	008.5(b)5	F	04	02	-	\$0.00	C	Door closer needs to be installed	0	30	5/26/2011	
204	008.11(b)	C	04	02	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
204	008.11(b)	C	04	04	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
-	17(f)	B	04	04	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/26/2011	
203	008.11(b)2	C	04	07	-	\$0.00	O	Exit sign needs bulb(s)	0	30	5/26/2011	
-	17(f)	E	04	20	-	\$0.00	M	Electrical panel box needs panel blanks installed	0	30	5/26/2011	
502	008.7(b)	F	04	20	-	\$0.00	M	Fire extinguisher needs to be mounted	0	30	5/26/2011	
210	008.8(a)2	C	05	501C	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/26/2011	
199	17(f)2c	B	07	04	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/26/2011	
-	2(b)6	B	98	15	-	\$0.00	M	Portable skirting needs repair	0	60	5/26/2011	
199	008.8(a)4	F	98	15	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/26/2011	
204	008.11(b)	C	99	31	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
209	008.5(b)5	F	99	31	-	\$0.00	C	Door closer needs to be installed	0	30	5/26/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00014 00015  
 School Name Carter Parramore Alternative School  
 Address 631 S Stewart St  
 City Quincy  
 State Florida  
 Zip 32351

506	008.7(b)	F	99	31	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/26/2011	
-	2(b)6	B	99	32	-	\$0.00	M	Portable skirting needs repair	0	60	5/26/2011	
506	008.7(b)	F	99	32	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/26/2011	
204	008.11(b)	C	99	32	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
-	1(e)6f	E	99	32	-	\$0.00	O	Light shield is missing - replace	0	30	5/26/2011	
-	2(b)6	B	99	33	-	\$0.00	M	Portable skirting needs repair	0	60	5/26/2011	
209	008.5(b)5	F	99	33	-	\$0.00	C	Door closer needs to be installed	0	30	5/26/2011	
204	008.11(b)	C	99	68	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/26/2011	
-	8(c)	B	99	68	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/26/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-26-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes \_\_\_ No

Approval of Reports by Board (including letter) \_\_\_ Yes \_\_\_ No

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



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00015 00017  
 School Name M D Walker Administrative  
 Center  
 Address 35 Experiment Station Road  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
-	17(f)	B	03	09	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
-	14(p)	B	04	01G	-	\$0.00	M	Equipment guard is missing/damaged -replace/repair	0	60	5/23/2011	
-	17(f)	B	04	04	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
-	14(p)	B	04	04	-	\$0.00	M	Equipment guard is missing/damaged -replace/repair	0	60	5/23/2011	
-	1(e)3	E	04	06A	-	\$0.00	O	Co2/helium tank needs to be secured	0	30	5/23/2011	
-	17(f)	B	05	01	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
209	008.5(b)5	F	99	38	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
204	008.11(b)	C	99	38	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	1(e)6e	B	99	38	-	\$0.00	M	Air filters need to be replaced.	0	60	5/23/2011	
-	17(f)	B	99	38	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
204	008.11(b)	C	99	38	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	9(a)	C	99	62	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/23/2011	
199	008.2(f)	C	99	62	-	\$0.00	M	Ramp needs repair	0	30	5/23/2011	
204	008.11(b)	C	99	62	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	9(a)	C	99	62	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)1b	F	99	63	-	\$0.00	C	GFCI needs to be installed	0	30	5/23/2011	
501	008.7(b)	F	99	63	-	\$0.00	O	Fire extinguisher expired/outdated	0	30	5/23/2011	
501	008.7(b)	F	99	64	-	\$0.00	O	Fire extinguisher expired/outdated	0	30	5/23/2011	

Please Fill out the information below.





**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00016 00016  
 School Name Transportation Center  
 (Gadsden)  
 Address 720 S Stewart Street  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
204	008.11(b)	C	05	12	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)1	B	05	12	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/23/2011	
-	17(f)	E	05	13 (panel LP)	-	\$0.00	M	Electrical panel box needs panel blanks installed	0	30	5/23/2011	
-	14(p)	B	05	19	-	\$0.00	M	Equipment guard is missing/damaged -replace/repair	0	60	5/23/2011	
204	008.11(b)	C	05	20	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-23-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes \_\_\_No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00019 00020  
 School Name Havana Middle School  
 Address 1100 E 9th Avenue  
 City Havana  
 State Florida  
 Zip 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
299	008.2(f)12	C	00	00 (bleachers)	-	\$0.00	C	Hand rails need to be installed	0	30	5/27/2011	
402	008.11(d)	F	01	103	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/27/2011	
-	10(a)	B	02	305A	-	\$0.00	M	Wall (Interior) needs to be repaired	0	60	5/27/2011	
210	008.8(a)2	C	06	604	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/27/2011	
-	17(f)	B	06	608	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
210	008.8(a)2	C	06	608	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/27/2011	
-	17(f)1	B	06	610	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/27/2011	
-	17(f)1	B	06	610	-	\$0.00	M	Electrical outlet cover is missing - replace cover	0	60	5/27/2011	
501	008.7(b)	F	06	626	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/27/2011	
-	17(f)	B	06	628	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/27/2011	
199	008.10(c)	F	06	635	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/27/2011	
-	9(c)	C	09	911	-	\$0.00	M	Door lock needs to be repaired/replaced	0	30	5/27/2011	
509	008.10(c) 3	F	09	918	-	\$0.00	M	Fire sprinkler inspection is needed	0	30	5/27/2011	
501	008.7(b)	F	11	1101	-	\$0.00	M	Fire extinguisher cabinet needs repair	0	30	5/27/2011	
501	008.7(b)	F	11	1108	-	\$0.00	M	Fire extinguisher cabinet needs repair	0	30	5/27/2011	
501	008.7(b)	F	11	1108	-	\$0.00	M	Fire extinguisher cabinet needs repair	0	30	5/27/2011	
210	008.8(a)2	C	11	1113	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/27/2011	
501	008.7(b)	F	11	1113	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/27/2011	
-	12(f)	E	11	1117	-	\$0.00	O	Clean lint from dryer & vent	0	30	5/27/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00019 00020  
 School Name Havana Middle School  
 Address 1100 E 9th Avenue  
 City Havana  
 State Florida  
 Zip 32333

-	9(c)	C	11	1119	-	\$0.00	M	Door lock needs to be repaired/replaced	0	30	5/27/2011
-	9(d)2	B	11	1119	-	\$0.00	O	Mirror/glass must be safety glass or removed	0	60	5/27/2011
515	008.9(j)1	F	12	1203	-	\$0.00	M	Hood Suppression System biannual certification has expired	0	30	5/27/2011
501	008.7(b)	F	12	1206	-	\$0.00	M	Fire extinguisher cabinet needs repair	0	30	5/27/2011
-	1(e)3	F	12	1223	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	5/27/2011
-	1(e)6	B	all	all	-	\$0.00	O	Clean dirty a/c vents/grills	0	60	5/27/2011
-	1(e)6	B	all	electrical	-	\$0.00	O	Clean cobwebs from walls and/or ceiling	0	60	5/27/2011
-	1(e)6	B	all	mechanical	-	\$0.00	O	Clean cobwebs from walls and/or ceiling	0	60	5/27/2011

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-27-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes \_\_\_No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00020 00021  
 School Name East Gadsden High  
 Address 27001 Blue Star Hwy  
 City Havana  
 State Florida  
 Zip 32333

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
-	4(d)	E	00	football	-	\$0.00	M	Stadiums and bleachers inspections	0	30	5/31/2011	
210	008.8(a)2	C	00	locks on outside gates	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/31/2011	
407	008.11(d)	F	01	102	-	\$0.00	M	Fire alarm in trouble mode needs repair	0	30	5/31/2011	
1201	002.5	E	01	102	-	\$0.00	O	Fire drill reports are incomplete	0	30	5/31/2011	
199	008.8(a)4	F	01	103	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/31/2011	
199	008.10(c)	F	01	105	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011	
199	008.8(a)4	F	01	143	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/31/2011	
199	17(f)2c	B	02	206	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/31/2011	
-	17(f)	B	02	208	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/31/2011	
199	008.10(c)	F	02	209	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011	
-	17(f)	B	02	212	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/31/2011	
-	8(c)	B	03	300 (hall)	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/31/2011	
506	008.7(b)	F	03	300 (hall) 335-338	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/31/2011	
506	008.7(b)	F	03	300 (hall) 332-	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/31/2011	





**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00020 00021  
 School Name East Gadsden High  
 Address 27001 Blue Star Hwy  
 City Havana  
 State Florida  
 Zip 32333

				336								
199	17(f)2c	B	03	301	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/31/2011	
-	008.7(a)7a	C	03	305	-	\$0.00	O	Emergency evacuation diagram needs to be posted	0	30	5/31/2011	
-	17(f)	B	03	309	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/31/2011	
804	17(f)1e	B	03	310	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/31/2011	
-	14(p)	E	03	311 (pull handle)	-	\$0.00	M	Eye wash/shower station needs repair	0	30	5/31/2011	
-	008.5(f)	C	03	321	-	\$0.00	O	Emergency escape window access is obstructed - keep clear	0	30	5/31/2011	
804	17(f)1e	B	03	326	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/31/2011	
-	14(p)	E	03	327 (pull handle)	-	\$0.00	M	Eye wash/shower station needs repair	0	30	5/31/2011	
-	17(f)	B	03	328	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/31/2011	
-	14(p)	E	03	328 (pull handle)	-	\$0.00	M	Eye wash/shower station needs repair	0	30	5/31/2011	
199	008.10(c)	F	03	333	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011	
-	14(aa)2	B	03	334	-	\$0.00	M	Chemical shelves need a 1/2 inch lip on the front	0	60	5/31/2011	
804	17(f)1e	B	03	336	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/31/2011	
-	008.5(f)	C	03	336	-	\$0.00	O	Emergency escape window access is obstructed - keep clear	0	30	5/31/2011	
199	008.10(c)	F	03	345	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011	
501	008.7(b)	F	04	400 (hall)	-	\$0.00	O	Fire extinguisher missing seal and/or inspection tag	0	30	5/31/2011	



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00020 00021  
 School Name East Gadsden High  
 Address 27001 Blue Star Hwy  
 City Havana  
 State Florida  
 Zip 32333

				407-410								
501	008.7(b)	F	04	400 (hall) 416-418	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/31/2011	
501	008.7(b)	F	04	400 (hall) 420-422	-	\$0.00	O	Fire extinguisher missing seal and/or inspection tag	0	30	5/31/2011	
501	008.7(b)	F	04	400 (hall) 424-426	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/31/2011	
506	008.7(b)	F	04	400 (hall) 451-452	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/31/2011	
199	17(f)2c	B	04	401	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/31/2011	
199	008.10(c)	F	04	404	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011	
-	008.5(f)	C	04	409	-	\$0.00	O	Emergency escape window access is obstructed - keep clear	0	30	5/31/2011	
804	17(f)1e	B	04	420	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/31/2011	
-	008.5(f)	C	04	425	-	\$0.00	O	Emergency escape window access is obstructed - keep clear	0	30	5/31/2011	
199	17(f)2c	B	04	428	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/31/2011	
-	1(e)6f	B	04	428	-	\$0.00	O	Light bulb needs to be replaced	0	60	5/31/2011	



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00020 00021  
 School Name East Gadsden High  
 Address 27001 Blue Star Hwy  
 City Havana  
 State Florida  
 Zip 32333

199	008.10(c)	F	04	433	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011
199	008.8(a)4	F	04	449	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/31/2011
199	008.8(a)4	F	04	452	-	\$0.00	O	Curtains must be labeled flame resistant from Manufacturer	0	30	5/31/2011
199	008.10(c)	F	04	455	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011
407	008.11(d)	F	05	504	-	\$0.00	M	Fire alarm in trouble mode needs repair	0	30	5/31/2011
402	008.11(d)	F	05	504	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/31/2011
1002	002.5	E	05	508	-	\$0.00	O	Elevator certification not posted in elevator	0	30	5/31/2011
505	.008.7(b)	F	05	509	-	\$0.00	M	Fire extinguisher (K class) is required- install	0	30	5/31/2011
509	008.10(c) 3	F	05	523	-	\$0.00	M	Fire sprinkler inspection is needed	0	30	5/31/2011
199	008.10(c)	F	05	528	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011
506	008.7(b)	F	06	601	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/31/2011
506	008.7(b)	F	06	610	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/31/2011
506	008.7(b)	F	06	610	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	5/31/2011
-	4(d)	E	06	610	-	\$0.00	M	Stadiums and bleachers inspections	0	30	5/31/2011
-	6(d)	B	06	610	-	\$0.00	M	Bleachers need to be repaired	0	60	5/31/2011
199	008.10(c)	F	06	624	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011
501	008.7(b)	F	06	628	-	\$0.00	M	Fire extinguisher cabinet needs repair	0	30	5/31/2011
-	8(c)	B	06	639	-	\$0.00	O	Ceiling tile needs replaced	0	60	5/31/2011
-	1(e)6f	E	06	639	-	\$0.00	O	Light shield is missing - replace	0	30	5/31/2011
501	008.7(b)	F	07	709	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/31/2011
-	9(c)	C	07	709	-	\$0.00	M	Door lock needs to be repaired/replaced	0	30	5/31/2011



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00020 00021  
 School Name East Gadsden High  
 Address 27001 Blue Star Hwy  
 City Havana  
 State Florida  
 Zip 32333

-	9(c)	C	08	809	-	\$0.00	M	Door lock needs to be repaired/replaced	0	30	5/31/2011	
199	008.10(c)	F	08	812	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	5/31/2011	
-	008.5(f)	C	08	830	-	\$0.00	O	Emergency escape window access is obstructed - keep clear	0	30	5/31/2011	
-	008.7(a)7a	C	09	902	-	\$0.00	O	Emergency evacuation diagram needs to be posted	0	30	5/31/2011	
-	008.7(a)7a	C	09	917	-	\$0.00	O	Emergency evacuation diagram needs to be posted	0	30	5/31/2011	
402	008.11(d)	F	10	1012	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	5/31/2011	
501	008.7(b)	F	10	1012	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/31/2011	
199	17(f)2c	B	10	1014	-	\$0.00	O	Storage must be removed from electrical room	0	60	5/31/2011	
-	17(f)	E	10	1014	-	\$0.00	M	Electrical panel box is missing cover - replace cover	0	30	5/31/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-31-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes  No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00021 00013  
 School Name Gadsden Technical Institute  
 Address 201 Martin Luther King Jr Blvd  
 City Quincy  
 State Florida  
 Zip 32351

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
209	008.5(b)5	F	08	01A	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
209	008.5(b)5	F	08	02A	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
210	008.8(a)2	C	09	03	-	\$0.00	O	Secondary egress is obstructed - keep clear	0	30	5/23/2011	
209	008.5(b)5	F	09	3A	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
501	008.7(b)	F	10	01A	-	\$0.00	O	Fire extinguisher needs to be recharged	0	30	5/23/2011	
-	14(p)	B	12	01	-	\$0.00	M	Equipment guard is missing/damaged -replace/repair	0	60	5/23/2011	
204	008.11(b)	C	12	01	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)	B	12	02	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
-	9(a)	C	12	02	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/23/2011	
-	9(a)	C	12	09	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)	B	12	09	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
204	008.11(b)	C	12	16 (hallway)	-	\$0.00	M	Emergency light needs to be repaired/replaced	0	30	5/23/2011	
-	9(a)	C	12	24	-	\$0.00	M	Door needs to be repaired/replaced	0	30	5/23/2011	
-	17(f)	B	12	32	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
-	17(f)	B	12	32	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
804	17(f)1e	B	12	32 (spliced)	-	\$0.00	O	Extension cords are not approved - remove	0	60	5/23/2011	
209	008.5(b)5	F	12	33	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
407	008.11(d)	F	14	01	-	\$0.00	M	Fire alarm in trouble mode needs repair	0	30	5/23/2011	
209	008.5(b)5	F	14	05	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00021 00013  
 School Name Gadsden Technical Institute  
 Address 201 Martin Luther King Jr Blvd  
 City Quincy  
 State Florida  
 Zip 32351

-	17(f)	B	14	07	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
-	17(f)	B	14	22	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	5/23/2011	
209	008.5(b)5	F	99	56	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
209	008.5(b)5	F	99	56	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
-	17(f)	B	99	58	-	\$0.00	M	Electrical panel box needs circuits to be labeled	0	60	5/23/2011	
209	008.5(b)5	F	99	58	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	
-	17(f)	E	99	59	-	\$0.00	M	Electrical panel box is missing cover - replace cover	0	30	5/23/2011	
209	008.5(b)5	F	99	59	-	\$0.00	C	Door closer needs to be installed	0	30	5/23/2011	

**Please Fill out the information below.**

Inspector Signature: Ronald Hobbs Date of Inspection: 5-23-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks) \_\_\_Yes  \_\_\_No

Approval of Reports by Board (including letter) \_\_\_Yes \_\_\_No

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



**Gadsden**  
 DEPARTMENT OF CONSTRUCTION SERVICES  
 ANNUAL COMPREHENSIVE SAFETY INSPECTION  
 STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
 For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00022 00022  
 School Name West Gadsden High School  
 Address 200 Providence Rd  
 City Greensboro  
 State Florida  
 Zip 32330

Fire Code	RuleID	Priority	Bldg	Room	Ext	Est. Cost	Type	Deficiency	Times Cited	Cor. Period	Insp. Date	Compl. Date
-	1(e)6	B	(all)	(all)	-	\$0.00	O	Clean dirty a/c vents/grills	0	60	6/1/2011	
-	1(e)6e	B	(all)	(all)	-	\$0.00	M	Air filters need to be replaced.	0	60	6/1/2011	
205	002.5	F	00 (all)	00 (all)	-	\$0.00	O	Monthly log of emergency light, exit sign, & fire ext. must be kept	0	30	6/1/2011	
199	008.10(c)	F	01	111	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	02	212	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	03	300	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	03	306A	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	03	316	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	04	405	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	04	425	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
-	11(b)	B	04	428	-	\$0.00	O	Door vision panel is covered - keep clear	0	60	6/1/2011	
199	008.10(c)	F	04	428	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
-	17(f)	B	04	430	-	\$0.00	O	Multi-plug cords must plug directly into wall receptacle	0	60	6/1/2011	
-	4(d)	E	05	508A	-	\$0.00	M	Stadiums and bleachers inspections	0	30	6/1/2011	
199	008.10(b) 1	B	05	534	-	\$0.00	O	Storage must be removed from mechanical room	0	60	6/1/2011	
199	17(f)2c	B	05	535	-	\$0.00	O	Storage must be removed from electrical room	0	60	6/1/2011	
199	008.10(c)	F	06	602	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	06	612	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	06	614	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	



## Gadsden

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00022 00022  
School Name West Gadsden High School  
Address 200 Providence Rd  
City Greensboro  
State Florida  
Zip 32330

-	8(c)	B	06	620	-	\$0.00	O	Ceiling tile needs replaced	0	60	6/1/2011	
199	008.10(c)	F	07	713	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
407	008.11(d)	F	07	729	-	\$0.00	M	Fire alarm in trouble mode needs repair	0	30	6/1/2011	
402	008.11(d)	F	07	729	-	\$0.00	M	Fire alarm needs inspection and current tag	0	30	6/1/2011	
-	1(e)3	F	07	730	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	6/1/2011	
506	008.7(b)	F	07	734	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	6/1/2011	
1203	002.5	F	07	734	-	\$0.00	O	Propane tank needs to be moved to an exterior caged/fenced area	0	30	6/1/2011	
-	1(e)3	F	07	734	-	\$0.00	O	Gas containers must be metal safety cans-replace	0	30	6/1/2011	
509	008.10(c) 3	F	07	735	-	\$0.00	M	Fire sprinkler inspection is needed	0	30	6/1/2011	
506	008.7(b)	F	07	736	-	\$0.00	O	Fire extinguisher missing needs to be installed/replaced	0	30	6/1/2011	
-	14(aa)2	B	08	806	-	\$0.00	M	Chemical shelves need a 1/2 inch lip on the front	0	60	6/1/2011	
804	17(f)1e	B	08	809	-	\$0.00	O	Extension cords are not approved - remove	0	60	6/1/2011	
199	008.10(c)	F	08	823	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	08	825	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	09	911	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
199	008.10(c)	F	09	929	-	\$0.00	O	Storage too close to ceiling - maintain 18" clearance	0	30	6/1/2011	
211	008.8(a)2	C	outside gates	(all) chains	-	\$0.00	O	Exit is obstructed - keep clear	0	30	6/1/2011	

Please Fill out the information below.



AG & B SAFETY INSPECTORS



**Gadsden**

DEPARTMENT OF CONSTRUCTION SERVICES  
ANNUAL COMPREHENSIVE SAFETY INSPECTION  
STATE REQUIREMENTS FOR EDUCATIONAL FACILITIES  
For School Year 07/01/2010 to 06/30/2011

F.I.S.H. 00020 00022 00022  
School Name West Gadsden High School  
Address 200 Providence Rd  
City Greensboro  
State Florida  
Zip 32330

Inspector Signature: Ronald Hobbs Date of Inspection: 6-1-11

Inspector: Ronald Hobbs

FI Certificate No: 120252

Address:

For N,PK,KG-12 and Florida School for the Deaf and Blind Only: 10 Emergency Evacuation drills held (2 in first 2 weeks)  Yes  No

Approval of Reports by Board (including letter)  Yes  No

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 12a

DATE OF SCHOOL BOARD MEETING: June 28, 2011

TITLE OF AGENDA ITEM: Discussion and Request to Advertise the Board's Intent to Amend School Board Policy 2.25 (subsection Code of Student Conduct).

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request amendments to School Board Policy 2.25 (Code of Student Conduct) and to request approval to advertise the Board's intent to amend School Board Policies.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith 

POSITION: Assistant Superintendent for Academic Services

---

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
NOTICE OF INTENT TO AMEND A POLICY**

DATE OF THIS NOTICE: June 28, 2011

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend its Gadsden County School Board Policy Numbered 2.25 (Code of Student Conduct).

**PURPOSE AND EFFECT:** The purpose and effect of this rule revision is to update the Code of Student Conduct for the 2011-2012 school year.

**RULEMAKING AUTHORITY:** Subsection 1000.41, and 1000.43, Florida Statutes

**LAWS IMPLEMENTED:** 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

**SUMMARY OF THE ESTIMATED ECONOMIC IMPACT:** NONE

**FACTS AND CIRCUMSTANCES JUSTIFYING RULE:** It is necessary to amend Policy 2.25 (Code of Student Conduct) in order to update the School Board's current policy to meet State regulations.

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M. ON:** July 26, 2011

**PLACE:** Max D. Walker School Administration Building  
35 Martin Luther King, Jr., Blvd.  
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

**NAME OF THE PERSON ORIGINATING THIS RULE:** Rosalyn W. Smith  
Assistant Superintendent for Academic Services

**NAME OF THE PERSON WHO APPROVED THIS RULE:** Reginald C. James  
Superintendent of Schools

**DATE OF SUCH APPROVAL:** June 28, 2011

A COPY OF THE RULE PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools  
For Gadsden County, Florida, and Secretary and  
Chief Executive Officer of the School Board of  
Gadsden County, Florida.

# GADSDEN COUNTY SCHOOL DISTRICT



*"Building a Brighter Future"*

## Code of Student Conduct and Positive Student Management Discipline Plan

2011-2012

Mr. Reginald C. James  
Superintendent of Schools  
35 Martin Luther King, Jr. Blvd.  
Quincy, Florida 32351  
(850) 627-9651  
Fax: (850) 627-2760

School Board Members

Eric Hinson  
District No. 1  
Havana, FL 32333

Judge B. Helms, Jr.  
District No. 2  
Quincy, FL 32351

Isaac Simmons, Jr.  
District No. 3  
Chattahoochee, FL 32324  
Greensboro, FL 32330

Charlie Frost  
District No. 4  
Gretna, FL 32332  
Quincy, FL 32352

Roger P. Milton  
District No. 5  
Quincy, FL 32351

**CODE OF STUDENT CONDUCT**

and

**POSITIVE STUDENT MANAGEMENT DISCIPLINE PLAN**

2011-2012

Superintendent's Message

Vision-Mission Statement

Jurisdiction of School Board

Code of Student Conduct..... 3-47

Positive Student Management Discipline Plan..... 48-76

Letter of Acknowledgment for Student..... 77

Letter of Acknowledgment for Parent/Guardian..... 78

Calendar..... 79

# 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

### SUPERINTENDENT'S MESSAGE

In order for the Gadsden County School District to perform effectively we must operate within a system of rules. These rules are written in the **Code of Student Conduct** to ensure a safe learning environment for the students who attend our schools. We know that there are many factors which contribute to discipline problems in a school; consequently, schools have the responsibility to encourage, promote, and maintain effective disciplinary practices.

The contents of this document apply to all students in grades **PreK-12**, unless otherwise stated. The information contained in the **Code of Student Conduct** is written specifically to ensure that each student associated with school activities has positive experiences in a safe learning environment.

This document will explain the rules of the Gadsden County School District, student rights and student responsibilities, disciplinary actions, and the disposition of school records. While this document does not contain the exact Florida Statutes referenced herein, a copy of those statutes can be obtained from the district office at 35 Martin Luther King, Jr. Boulevard in Quincy upon request or viewed on the State of Florida website at <http://www.flsenate.gov/statutes>.

The administrators and school personnel will continue to promote and maintain the kind of discipline that will foster a *healthy dose* of intervention, prevention, and the encouragement to discontinue those behaviors that are not acceptable to a safe learning environment. As we continue to find ways to make all of our schools safer, we realize that consequences for inappropriate behavior must be fair, consistent, yet firm as conflicts are resolved and as undesirable behavior is modified.

Please read and thoroughly discuss this document with your child. Help us maintain the safe school status which we all desire throughout our district. As we work together to build a brighter future we want to ensure that each student will have positive experiences in a safe learning environment.

Respectfully yours,

*Reginald C. James*

Reginald C. James  
Superintendent of Schools

RCJ:SB:jwb

ERIC HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE 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

## VISION

The Gadsden County Public School District is committed to working together to *“Build A Brighter Future”* for our boys and girls.

We, the partners for excellence, recognize the need for multicultural awareness and education and envision that schools, communities, and parents/guardians will cooperatively embrace one another to offer an educational program that will meet the needs of students, parents/guardians, and the community. We further believe that ALL children can learn, and we envision that schools, using new and emerging technologies in conjunction with traditional approaches, will provide academic, intellectual, emotional, psychological, physical, and social experiences that will develop the whole student. Our product will be students who possess foundational, marketable, and/or functional skills that will enable them to broaden their horizons in any post-secondary endeavor upon which they might choose to embark.

## MISSION STATEMENT

The mission of the district is *“To Build a Brighter Future as We Prepare Students for Success in Life”*.

## JURISDICTION OF THE SCHOOL BOARD

The Code of Student Conduct and the Positive Student Management Discipline Plan were adopted by the Gadsden County School Board and are compatible with the Florida State legislative codes. Subject to law and rules and regulations of the State Board of Education of the State of Florida, each student enrolled in a school shall, during the time he/she is being transported to or from school at public expense, during the time he/she is attending school, including the time during which he/she is proceeding from one school center to another during the school day, and during the time he/she is on the premises of any publicly supported school in this district, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time he/she is otherwise en route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where he/she is enrolled.

## **DISCRIMINATION STATEMENT**

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity.

This practice shall apply equally to students, employees and all persons having business with the School Board.

## CODE OF STUDENT CONDUCT

Students' Rights and Responsibilities.....	
Attendance.....	
Respect for Persons and Property .....	
Right to Learn .....	
Right of Assembly.....	
Right of Privacy .....	
Participation in School Programs and Activities .....	
Dress and Grooming .....	
Discrimination/Sexual Harassment .....	
Counseling .....	
Free Speech and Publication .....	
Student Government .....	
Student Records .....	
Grades .....	
General Disciplinary Procedures .....	
Presence of Pupils, When and Where Authorized .....	
Authority of the Teacher .....	
Offenses.....	
Deferred Punishment for Offenses.....	
<b>Bullying and Harassment.....</b>	
<b>Procedures for the Discipline of Students with Disabilities.....</b>	
<b>Procedures for Discipline of K-12 Students Including PreK.....</b>	
Zero Tolerance Policy.....	
Weapons Prohibited .....	
Certain Drugs Prohibited .....	
Procedures for Student Transfer-Felony Charges .....	
Suspension/Expulsion.....	
Corporal Punishment.....	
Collection of Evidence / Search and Seizure.....	
Authority of the School Bus Driver .....	
Misconduct on School Buses .....	
Glossary.....	
Procedures for the Discipline of Prekindergarten Students .....	35
Procedures for Discipline of Students With Disabilities .....	36
Appendix A (Rules Relating to Student Records).....	42
<del>Appendix B</del> .....	



## STUDENTS' RIGHTS AND RESPONSIBILITIES

It is the intent of the Students' Rights and Responsibilities, as expressed in the Code of Student Conduct, that students understand that their rights must be accompanied by corresponding responsibilities.

Florida's School Improvement and Accountability System states that all school communities will provide an environment that is alcohol and drug-free and protects students' health, safety, and civil rights.

### I. ATTENDANCE

All questions relating to the attendance policy are to be directed to the school's attendance office first, and then if needed, the school principal.

Florida law requires each parent/guardian of a child from age six (6) to sixteen (16) years to be responsible for the child's school attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the state board.

The school attendance law was amended by the 1997 Florida Legislature to require that any sixteen or seventeen year old student withdrawing from school must file a formal declaration of intent to terminate school enrollment with the district school board.

A student is considered "truant" when he/she is not in attendance without approval of the principal and/or consent of the parent/guardian. School-based interventions will occur for all truant students.

A student is considered a "habitual truant" when he/she has 15 unexcused absences within 90 calendar days.

#### **Rights:**

Students will be given an explanation of excused absences, unexcused absences, and tardies. Students can make up work for credit if the absence is excused.

A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date upon which he or she attains that age if the student files a Student Declaration of Intent to Terminate School Enrollment form. This form is available from the school administration or guidance office.

#### **Responsibilities:**

Students are required to attend school every school day. If absent, a written note from the parent/guardian stating why the student was absent must be brought to school on the day the student returns. The principal shall consider each absence as being either "excusable," "permissible," or "unexcused."

It is the responsibility of the student's parent/guardian to notify the school when his/her child will not be in attendance. The school is to be notified of an absence the morning the student is absent or within twenty-four hours.

#### Excusable Absence:

An excusable absence is one caused by illness of the student or by serious illness or death in the family, legal reasons and other special conditions or extenuating circumstances. The student shall be given an opportunity to make up all missed work.

Excused Absence for Religious Holidays:

A student shall be excused from attendance for observation of a religious holiday or because the tenets of his religion forbid secular activity on that day. Prior notification to the school principal is required.

A student who has been excused for observance of a religious holiday shall be given up to 3 school days to complete any work missed, including examinations and work assignments. No adverse or prejudicial effects shall result from any such religious observance.

Permissible Absence (Excused):

A permissible absence is one which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstances. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. The student shall be given an opportunity to make up all missed work.

Unexcused Absence:

An unexcused absence (this does not include suspensions) is one which does not have the approval of the school, or which is due to disciplinary action against the student. Ordinarily, in such case, the work missed may not be made up by the student for credit. Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy. Therefore, suspension is not an appropriate disciplinary action for students who fall within the mandatory state attendance requirements.

Students who are more than five (5) minutes late for a class will be recorded as being tardy.

**Rule:**

All students between the ages of six (6) and sixteen (16) must attend school regularly.

**Disciplinary Action:**

A student may receive counseling, attendance conferences, parent/guardian contact, and may be referred to other appropriate disciplinary programs.

The law allows absences for illness and certain other special circumstances. Under these circumstances, district and school policies regard these absences as excused absences. A student with an excused absence is not subject to any disciplinary or academic penalties for that absence. It is the student's responsibility to obtain and complete all makeup work. An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties.

For students in grades 9-12 a minimum of 135 hours in attendance is required to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each 18 week grading period or demonstrate mastery of the course performance standards for the defined course by passing the semester exam. Credits are awarded at the end of each 18 week grading period.

Each school must implement procedures to increase student attendance. An attendance committee will be established at each school to review the reason(s) for absence(s).

## Minimum School-Based Intervention Procedures for Truant Students

Minimum School-Based Intervention Procedures for Truant Students may be as follows (Appropriate Documentation of Interventions Must Be Maintained):

1. After 3 days of unexcused absences, within a 90-day period, a parent/guardian/student contact/conference is conducted by teacher/school designee.
2. After 5 days of unexcused absences, within a 90-day period, a referral is made to the principal to send a certified letter to parents/guardians and possibly to convene a student study team. *NOTE: A student study team is to convene when a student misses 5 unexcused absences within 30 calendar days, or when a student misses 10 days within 90 calendar days.*
3. After 10 days of unexcused absences within a 90-day period, the student is referred to the visiting teacher.
4. After 15 unexcused absences within a 90-day period, the student is considered "habitually truant." Florida statutes 1003.27(b).

The Florida Legislature enacted requirements that school districts report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors under age 18 who thus fail to satisfy attendance requirements or drop out of (voluntarily withdraw from) school will be ineligible for driving privilege. Additional information about procedures and waivers is available from the school administration or guidance office.

## Middle-High School Attendance

A minimum of 135 hours of attendance is required for students to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each semester or demonstrate mastery of the course performance standards for the defined course by passing the semester exam.

Each school will document attempts to notify parents/guardians of each student's absence either through an automated system or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

## Absences

- Students are to sign in/out when missing a class for excusable appointments or emergencies and are to comply with the individual school procedures established with the school attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
- Excused absences/tardies may only be used for the following legitimate, documented reasons:
  1. Illness and/or medical care
  2. Death in the family
  3. Legal reasons
  4. Religious Holidays, administratively pre-approved observance
  5. Pre-arranged absences approved by an administrator, school sponsored field trips, or school approved activities
  6. Other special circumstances or insurmountable conditions
- In the event 4 or more unexcused absences occur in a course during a 9-week grading period, an attendance conference may be held to determine which, if any, absences are excusable.
- For each course in which the student has four (4) unexcused absences, that are not for one of the legitimate purposes described above, a grade of "F" will be assigned for that grading period.
- The teacher's grade book and/or the attendance sheet signed by the teacher will be the final authority in determining the number of absences for each student.

### **Attendance Conference / Appeal Procedures**

- In order to appeal an unexcused absence, the following must occur:
  1. The student and parent/guardian must request a hearing by completing and submitting an Attendance Conference Application (form available at school).
  2. Written documentation of absences from a doctor or recognized agency, legal proceedings or other relevant information should be attached to the application when it is submitted, and may be accepted in lieu of an attendance conference provided all absences are included.
  3. An attendance conference may not be necessary if written documentation for each absence is submitted to the attendance office. Other circumstances made known to the attendance office may also make the conference unnecessary. The need for a conference will be made by the principal/designee. The school will notify the parent/guardian(s) if a conference is not necessary.
- The school will make every effort to schedule conferences at a time convenient for parents/guardians, including evening hours when necessary.
- One administrator/designee and two teachers will hear and rule on the appeal.
- The parent/guardian will be notified of the decision in a timely manner.
- Teachers will be notified of the decision in a timely manner.
- The principal may overrule the findings of the attendance committee should special circumstances occur or excuse any student from any consequence arising from recorded absences.

### **Other Considerations**

- Students who are suspended will be considered administratively absent and the absences will not count toward the “four unexcused” policy for the nine weeks grading period.
- Students who are absent for an “educationally valuable experience” other than a field trip may receive an excused absence if the following criteria are met:
  - a. The absence must be pre-approved at least one week in advance.
  - b. There must be stated and written educational objectives for the trip that are related to the performance standards for each course in which the student is enrolled and include at least one objective for each course. This information shall be attached to the Prior Approval Request Form when it is turned in to the attendance office and initialed by the teacher of each course.
  - c. The attendance administrator and/or the attendance committee will review the pre-arranged absence request. The absences may then be pre-excused pending the completion of (d) below.
  - d. Within ten (10) calendar days of the student’s return to school following the trip, the student and parent/guardian will present a student prepared report and other appropriate exhibits to the attendance committee documenting the completion of each written objective. The committee shall determine whether the absences are to be excused.
- College recruitment trips are to be scheduled when school is not in session. Days missed will be considered as part of the three (3) allowed per 9-week grading period. Administrative exception may be granted for a planned program scheduled for a specific day if the student has a pre-planned appointment, with a specific college administrator that is verified in writing by the college.
- Any student with fifteen (15) or more absences due to a physical or mental condition, which confines the student to a home or a hospital, may be referred to the Homebound Program. If placed in the Homebound Program, attendance records become the responsibility of the Homebound Program.

## **II. RESPECT FOR PERSONS AND PROPERTY**

### **Rights:**

Students are recognized as individuals. Their rights include a safe, healthy, and drug-free environment.

### **Responsibilities:**

Students should treat others, school property, and property of others with respect. Respectful behavior includes, but is not limited to, following school, classroom, and bus rules. Unacceptable behavior includes, but is not limited to, fighting, stealing, destroying property, and violating school rules.

**Rule:**

Students will treat others and their property with dignity and respect.

**Disciplinary Action:**

A student not respecting the right and property of others may be subject to disciplinary action allowed by School Board policy. Disciplinary action may range from counseling to expulsion.

**III. RIGHT TO LEARN**

**Rights:**

Students have a right to be in an environment conducive to learning and will have appropriate educational programs.

**Responsibilities:**

Students should come to school prepared to take advantage of all educational opportunities offered. Students should inform school personnel if they have a problem at home or at school that keeps them from doing their best.

**Rule:**

Students will participate in educational opportunities and complete classroom assignments and homework to the best of their abilities.

**Disciplinary Action:**

Students who fail to comply with the above stated rule may hinder their educational progress and be subject to other disciplinary procedures allowed by the local school-wide discipline plan.

**IV. RIGHT OF ASSEMBLY**

**Rights:**

Students may meet in an orderly manner on the school grounds or building(s) if proper authorization has been granted.

**Responsibilities:**

The meetings must be approved by the principal/designee and must not interfere with other planned activities.

**Rule:**

With proper school authorization, students may assemble in an orderly manner.

**Disciplinary Action:**

Unauthorized or disorderly meetings will be terminated immediately by the principal/designee, and violators may be subject to further administrative disciplinary action.

## **V. RIGHT OF PRIVACY**

### **Rights:**

1. Only authorized persons may have access to student records as governed by Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g. Regulations: 34 CFR Part 99.)
2. Students and their storage area, under the jurisdiction of the School Board, may be searched in cases of reasonable suspicion. Strip searching is prohibited. The use of metal detectors or specially trained animals is permissible.

### **Responsibilities:**

1. Students, parents/guardians should give the school any information needed to work with the student.
2. Students should not bring prohibited items to school.

### **Rule:**

Students will respect the privacy of others.

### **Disciplinary Action:**

Prohibited items will be confiscated by school personnel and the students will be subject to disciplinary actions allowed by School Board policy.

## **VI. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES**

### **Rights:**

All students will be a part of classroom instruction and other school activities for which they are qualified, without regards to their race, sex, religion, national origin, age, marital status, disability, or perceived disability.

### **Responsibilities:**

Students should do their best in school or while participating in school activities. They should also be aware of the rights and responsibilities of others so as to make the school the best place of learning possible.

### **Rule:**

Students who participate in or attend school activities will do so in a manner which promotes the objectives of the school and/or the activity.

### **Disciplinary Action:**

Students who violate the above stated rule may be subject to disciplinary actions allowed by School Board policy.

## **VII. DRESS AND GROOMING**

### **Rights:**

Students have a right to dress comfortably.

**Responsibilities:**

Students have a responsibility to wear clothes that are not dangerous to their health or safety and to dress in a manner that is not disrupting to the educational process. Clothes worn should not advertise drugs, gangs, alcohol, tobacco, inappropriate language and/or sexual behavior.

**Rule:**

Student will dress and groom in such a way as to express personal preferences within the guidelines of the school dress code. Students are prohibited from wearing bandannas, dropped pants, low riding jeans, and shorts revealing the buttocks or underwear, short tops revealing the belly button, and inappropriate short dresses, shorts, or skirts. Middle and high school students are required to have shirts tucked in and pants are to be worn with a belt.

**Elementary and Middle School Requirements:**

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being and moral and character development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance as follows:

- 1) All students in elementary or middle school shall wear a school uniform while in attendance during the regular school day and on school sponsored field trips.
- 2) Colors shall be that of the official school colors and other colors as recommended by the School Advisory Committee and approved by the principal of the school.
- 3) Shirts/blouses must have a collar. T-shirts may be worn at the discretion of the individual school. Shirts must be tucked into pants.
- 4) Uniform style bottoms will be dark blue, black, tan (khaki). No sweat pants, overalls, or jeans will be allowed.
- 5) The legs of pants shall not extend below the heels of shoes.
- 6) Uniform knee-length shorts/skirts will be acceptable.
- 7) Sneakers and leather shoes are both acceptable, but must be black, dark brown, dark blue or white with matching shoelaces.
- 8) Socks must be black, white, or other color as approved by the principal.
- 9) Boys and girls must wear belts if pants/shorts have belt loops. No sagging of pants will be allowed.
- 10) Outer garments for cold weather are permissible.

A student who transfers from one school to another in the county will be required to wear the “generic school uniform”, and will have 15 days to acquire the new school’s uniform.

**The “generic uniform” shall consist of the following:**

- A. Khaki or black pants, shorts, or skirt
- B. White collared shirt
- C. Dark or white leather shoes or sneakers with black, dark brown, or white socks

At the beginning of the school year, students will be required to conform to the uniform dress code within but no later than the first ten (10) school days. Likewise, students transferring into the district will have the first fifteen (15) days of school enrollment in order to conform to the uniform dress code.

### **Elementary/Middle School Disciplinary Action:**

Any student enrolled in an elementary or middle school who reports to school improperly attired shall be disciplined as follows:

- A. First and second offense consequences are:
  - a. Notification of parent or guardian and require student to change into appropriate attire
- B. Third offense consequences are:
  - a. Notification of parent or guardian and require student to change in to appropriate attire and
  - b. One day of in-school suspension (if available) or three (3) days of after school detention.
- C. The fourth and subsequent offenses are considered to be willful disobedience that will result in further disciplinary action that may include additional days of in-school suspension, after school detention, or work detail.
- D. Any absence resulting from a violation of the uniform dress code will be excused.

### **High School Disciplinary Action:**

Any student enrolled in a high school who violates the dress code may receive counseling and/or parent/guardian(s) will be contacted. (Refer to the rule on page 10.)

~~In adherence to the Gadsden County School Board's policy concerning students' dress, this Positive Student Management Discipline Plan acknowledges these guidelines and the importance of students' attire. Students' clothing should be appropriate for the occasion, in good taste, and in good condition. While the administration recognizes the individuality of each student and does not wish to stifle individual taste, consideration must be given to the primary reason for school attendance—academic excellence.~~

~~Clothing and/or other personal adornment that is so unusual or non-traditional that it attracts undue attention and distracts from the academic climate of the classroom cannot be allowed.~~

#### APPROPRIATE ATTIRE

- When young ladies wear shorts, skirts, and dresses, the length must be near their knees. This knee length is determined by the indentation of the tip of the student's middle finger when placed against the student's attire.
- Bound sleeveless shirts and/or dresses that cover the armpits may be worn.
- Shirts/blouses must cover the midriff at all times.
- Young men will wear belts or suspenders with their pants. Elastic waist band/draw strings are acceptable.
- Hats and hoods may be worn outside of the building only.
- Shirts and blouses that are designed to be worn inside will be tucked into the pants/skirts.

#### INAPPROPRIATE ATTIRE

- Tight-fitting stretchy pants, leotards, bicycle pants, or body gloves
- Blouses or shirts that are unbuttoned, see-through, halter tops, tank tops, or muscle shirts and dresses that are strapless, spaghetti strap, or sun dresses,
- Section cutout garments with holes
- Clothes that advertise gangs, alcoholic beverages, tobacco, drugs, suggestive or sexually explicit logos, or offensive racial slogans
- Headbands, bandannas, scarves, stocking/wave caps, or any other head gear
- Bare feet, bedroom slippers, flip-flops or beach shoes
- Hair combs, hair picks, or hair rollers



- Drop pants (F.S. 1006.07 and F.S. 1006.15)

\* These dress code guidelines are subject to the interpretation of the administration, faculty, and staff. Any other type of clothing or garment that is distracting, immodest, or interferes with learning will not be allowed.

**STUDENTS FOUND IN VIOLATION OF THE DRESS CODE WILL BE SUBJECTED TO THE FOLLOWING OPTIONS:**

- Parents/guardians will be called and informed to bring student appropriate attire.
  - Students will be sent home to change clothes and return to school promptly.
  - Parents/guardians must make arrangement to pick student up from school for the remainder of the day.
- Student will be placed in ISS until the end of the day.

**VIII. DISCRIMINATION/SEXUAL HARASSMENT**

**Rights:**

Students have the right to attend school and learn in an environment free from discrimination and sexual harassment.

**Responsibilities:**

Students should report occurrences of discrimination or sexual harassment to the principal through the proper grievance procedures.

**Rules:**

No student shall on the basis of race, sex, religion, national origin, age, marital status, disability, or perceived disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination/sexual harassment under any educational program or activity.

**Disciplinary Actions:**

Students who violate the above-stated rule may be subject to disciplinary actions allowed by School Board policy.

**IX. COUNSELING**

**Rights:**

Students have the right:

1. To be informed as to the nature of the guidance services available in their school.
2. To have access to individual and group counseling.
3. To request a change of counselor as applicable.
4. Students have the right of confidentiality except in the following circumstances:
  - a. Reports of abuse or neglect,
  - b. Indication of harm to self/others.

**Responsibilities:**

Students have the responsibilities:

1. To use guidance services for their own educational and personal improvement.
2. To schedule appointments in advance unless the problem or concern is one of an emergency.
3. To work cooperatively with all school personnel.

**Rule:**

Students should participate appropriately in the counseling process.

**Disciplinary Action:**

Students who fail to participate appropriately in the counseling process may temporarily have their opportunities for counseling suspended, or other disciplinary measures may be taken.

**X. FREE SPEECH AND PUBLICATION**

**Rights:**

1. Students will be given the opportunity to participate freely in class discussions.
2. Students may, with the approval of the principal/designee, write and distribute non-commercial printed materials. This shall include freedom of the press for all student publications.
3. Students may decide whether or not to participate in symbolic (e.g. flag salute) or religious activities.
4. After receiving permission from the principal, students may display posters, notices, magazines, or articles.
5. Students participation in classroom instruction or other school activities may not be denied based on race, sex, religion, national origin, age, marital status, exceptionality, or perceived disability.

**Responsibilities:**

1. Students must use appropriate language when expressing their thoughts, concerns, and opinions.
2. Students must respect the principal's decision concerning the request to display printed material.
3. Students should respect others' rights, responsibilities, and opinions.

**Rule:**

The principal/designee will ensure that all printed materials distributed in the school reflect appropriate journalistic ethics and are not obscene or offensive by school and community standards.

**Disciplinary Action:**

The principal may discipline any student for infraction of the above stated rule.

## **XI. STUDENT GOVERNMENT**

### **Rights:**

Students have the following rights:

1. To form and operate a student government at their respective schools under the direction of a faculty advisor.
2. To have access to policies of the School Board and the individual school.
3. To seek office in student government, or any school organization, regardless of race, sex, religion, national origin, age, marital status, disability, or perceived disability.
4. To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

### **Responsibilities:**

Students have the following responsibilities:

1. To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
2. To become knowledgeable of School Board and individual school policies governing the actions of students.
3. To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
4. To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

### **Rule:**

Students will use the democratic process to conduct student government operations.

### **Disciplinary Action:**

The principal/designee may apply disciplinary procedures as appropriate.

## **XII. STUDENT RECORDS**

### **Rights:**

Students/Parents/guardians have the following rights:

1. Information contained in records that relates directly to the student may be inspected, reviewed, and challenged.
2. Personal identifiable information will be protected by legal provisions which prohibit its release to any person who is not legally authorized by the consent of the parent, guardian, or eligible student. (An eligible student is one who is 18 years of age or over and/or one who attends a post-secondary institution.)

3. Parents/guardians will receive annual notification, written in their native language, stating that they may review their child's record.

Rules/Procedures Relating to Student Records:

Student Records: The principal of each school shall be responsible for all student records and will ensure that all state and federal rules are followed. The Superintendent will make all rules available to principals.

I. Purposes. Rules cover all school records of all students.

II. Definitions:

A. Education Records: Records required by law containing information about the student

1. Category A - Permanent Information: student information that is required by law to be kept indefinitely.
2. Category B - Temporary Information: student information that may be kept for a short time then discarded or changed

B. Child: a person who is under 18 years of age

C. Pupil/Student: a person who is enrolled in a school

D. Eligible Student: a person who is 18 years old or older and who is enrolled in one or more offered educational programs by the Gadsden County district (see section IV.)

III. The Cumulative Record: The principal is responsible for all cumulative records. These records must be kept at school and may be relocated to other schools upon appropriate written request.

A. Content of Category A Records: Category A records contain the permanent report card and education records. These records are kept up to date and cannot be changed without the permission of the principal. The person making the change will initialize each change.

1. Student's birth certificate name
2. Birth date, place of birth, race, and sex
3. Current address of the student
4. Name of parent(s) or guardian(s)
5. Name of last school attended
6. Number of days present, absent
7. Date enrolled, date withdrawn
8. Classes/subjects taken, grades received
9. Date of graduation or program completion

B. Content of Category B Records:

1. Health information
2. Information about the student's family
3. Test scores
4. School and vocational plans
5. Honors and school activities
6. Reports of special classes required by law
7. List of schools attended

8. Driver education certificate
9. Letters from other groups
10. Written requests for permission to review the record
11. List of people who requested and received a copy of the record
12. Written information indicating any changes made in the record
13. Summary of state student assessment test results
14. Copies of exceptional student education placement reports as required by law.
15. Records of discipline, suspension, and expulsion
16. Records of counselors' and teachers' conferences with students
17. Free lunch applications, work experience interviews, and other records

IV. The following strategies may be used for an eligible student or parent/guardian to change or remove a portion of the student record:

- A. A written request must be submitted to the principal, clearly identifying the part of the record to be changed, and specifying why it is inaccurate or misleading.
- B. If the request is approved, the change or removal shall be made in writing and signed and dated by the eligible student or parent/guardian and a school official. The written agreement shall show only that the record has been corrected or a portion removed.
- C. If the District denies the request for the change of record, the District will notify the eligible student or parent/guardian of the decision, advising them of their right to a hearing. Information regarding the hearing procedures will be provided to the eligible student or parent/guardian.
- D. If a hearing is held and a decision is made to keep the record intact without the proposed change, the eligible student or parent/guardian may include a written statement in the record. The statement may indicate disagreement with the decision and state reasons for disagreement.

V. Procedures for Transfer of Education Records.

- A. Records shall be transferred immediately upon written request from an eligible student or parent/guardian or from a school to which a student has transferred. The principal or designee shall transfer all Category A and Category B information and shall keep a copy of Category A information.
- B. Records shall not be prohibited from transfer for unpaid fees or fines assessed by the school.
- C. For all Gadsden County schools, current records shall be passed to a middle or high school upon student promotion to that school. This transfer will occur automatically without request.
- D. If a school is closed by order of the School Board, student records shall be transferred to the school at which students will attend the following year. If students will not attend school the following year, the Superintendent shall decide where records will be kept.

### **Notification of Rights for Elementary and Secondary Schools**

FERPA affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents/guardians have the following rights:

- a. They may review their child's school records.
  - b. They may give permission for others to review the records.
  - c. They may challenge information in the records.
  - d. Upon request they will receive a copy of this rule from the Superintendent's office.
4. Eligible students or parents/guardians of the student may review individual records. Copies of records may be obtained through written request to the principal or School Board contact person. All requests will be granted within 5 working days.
  5. An eligible student or parent/guardian may give permission for others to review letters or statements in the student's records. Permission must be in writing and signed by the eligible student or parent/guardian. Access by others to a student's record will be closed upon written request by the eligible student or parent/guardian.
  6. The fee for copying the school records shall be as provided by School Board Policy.
  7. Student records are located at the school/district office.
  8. Records that give personal information may not be released without an appropriate request, except to the following:
    - a. District and school administrators and supervisors
    - b. District and school personnel, their interns, and substitutes
    - c. Administrative secretaries (as required for record keeping duties)

- d. Gadsden County Health Department (health records only)
  - e. Florida Diagnostic and Learning Resource System personnel
  - f. Officials from a school to which a student has moved
  - g. State and federal officers, if records are needed to meet legal requirements, including judicial and law enforcement agencies as specified within signed interagency agreements.
  - h. Persons requiring information for the purpose of donating money for tuition and other related expenses
  - I. State and local people who collect data for factual reporting
  - j. Colleges/Universities needing information for the benefit of students
  - k. People who set standards for schools
  - l. Parents/guardians for tax reasons
  - m. To comply with a court order
  - n. Any person requiring information for health or safety emergencies
  - o. Persons needing information for student expulsion hearings
  - p. Educational researchers who will not publish personal identification, and who destroy the information at the end of the study
9. Parents/guardians eligible students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). Inquiries may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

**Responsibilities:**

Students/Parents/guardians have the following responsibilities:

- 1. To inform the school of any information that may be useful in making appropriate educational decisions.
- 2. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

**Rule:**

Students and parents/guardians must comply with board policies related to student records.

**Disciplinary Action:**

Failure of students/parents/guardians to provide accurate information may result in inaccurate maintenance of student records and a delay in delivery of services in a timely manner. For additional information regarding student records, and procedures, see Appendix.

**XIII. GRADES**

**Rights:**

Students have the following rights:

- 1. To receive a teacher's grading criteria at the beginning of each year or semester course.
- 2. To receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.
- 3. To receive periodic academic reports which may include, but not be limited to, academic and/or conduct grades. A conduct grade may not affect an academic grade.

**Responsibilities:**

Students have the following responsibilities:

1. To become informed of the grading criteria and behavior standards.
2. To maintain standards of academic performance commensurate with ability.

**Rules:**

Students enrolled in the Gadsden County School District will comply with the provisions of the Student Progression Plan.

DRAFT



## GENERAL DISCIPLINARY PROCEDURES

Students are under the authority of the principal/designee, teacher, or bus driver any time they are going to or from school, at school, or at any school activity. Law enforcement or other appropriate agencies may be notified by the principal/designee as deemed necessary.

### I. PRESENCE OF PUPILS, WHEN AND WHERE AUTHORIZED

Students have permission to be on the school grounds during the regular school day and during special activities. The principal will use appropriate disciplinary procedures with any student who is found on campus without permission.

### II. AUTHORITY OF THE TEACHER

- A. The principal gives to the teacher authority to control students while on school campus or at any school event.
- B. Florida Statutes 1003.32 authorizes the teacher to remove from class, students with abusive, disruptive, or unruly behavior. According to the statute, a teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Each district school board, each district school superintendent, and each school principal shall support the authority of teachers to remove disobedient, violent, abusive, uncontrollable, or disruptive students from the classroom.

### V.III. OFFENSES

- A. Students shall not be subject to discipline which is verbally abusive, severe, or humiliating. Discipline shall not consist of the denial of breakfast, lunch, or toileting.
- B. The principal may discipline any student for, including but not limited to, the following misbehaviors:
  - 1. disobeying or threatening any school personnel
  - 2. profanity; offensive gestures
  - 3. destroying property
  - 4. disturbing school functions (FS 1006.145)
  - 5. leaving school without proper permission
  - 6. excessive tardies and/or unexcused absences from school
  - 7. breaking school rules
  - 8. serious misconduct
  - 9. sexual harassment
  - 10. multiple offenses
  - 11. fighting (to include instigating a fight)
  - 12. possession of wireless communication devices (such as pagers, cellular phones, iPods, MP3 players)
  - 13. possession of weapons and/or any firearm, to include imitation firearm
  - 14. possession or use of alcohol, tobacco, or other drugs
- C. Serious misconduct or multiple offenses may result in expulsion of the student by the School Board.

- D. When a non-English-proficient student and/or parent/guardian(s) are involved in any disciplinary procedure, an interpreter will participate in the process.
- E. When a student is guilty of any act or threat of violence to any school personnel on campus or at a school activity, the principal may discipline the student by suspension and/or request that the School Board expel the student.
- F. School personnel should use the disciplinary method commensurate with the offense. The discipline will be fair and will be given to each student on an individual basis. Before the student gets disciplined, the student has the right to tell his/her side of the story and he/she should be told why he/she is receiving the punishment.
- G. If a student is to be suspended, he/she will be told why before being suspended and will also get an explanation of the evidence and a chance to tell his/her side. Every effort will be made to notify the parent/guardian(s) as soon as possible. A principal may suspend for five days. If the suspension is for more than five days, or if the student is recommended for expulsion, a hearing will be held. If the student is a danger to other students or constantly keeps others from learning, he/she may be immediately removed from class and/or school. Only the School Board can expel a student. (See VIII A-B.) When a student is suspended, privileges to participate in extra-curricular activities will be revoked.
- H. All disciplinary referrals will be maintained in the district's student database.

**VI.IV. DEFERRED PUNISHMENT FOR OFFENSES**

Disciplinary action for offenses occurring near the end of the school year may be carried over to the next school term.

**BULLYING AND HARASSMENT – GADSDEN SCHOOL BOARD POLICY #5.321**

The Gadsden County School Board prohibits acts of bullying and harassment. The School Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying or harassment is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

1. Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Gadsden County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying. The District will not tolerate bullying and harassment of any kind. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited:
  - 1. During any education program or activity conducted by a public K-12 educational institution;
  - 2. During any school-related or school-sponsored program or activity;

3. ~~On a school bus of a public K-12 educational institution; or~~
4. ~~Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.~~

2. ~~Definitions~~

- A. ~~**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students, or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:~~
1. ~~Unwanted teasing;~~
  2. ~~Social Exclusion;~~
  3. ~~Threatening;~~
  4. ~~Intimidation;~~
  5. ~~Stalking;~~
  6. ~~Cyberstalking;~~
  7. ~~Cyberbullying;~~
  8. ~~Physical violence;~~
  9. ~~Theft;~~
  10. ~~Sexual, religious, or racial harassment;~~
  11. ~~Public humiliation;~~
  12. ~~Rumor or spreading falsehoods; or~~
  13. ~~Destruction of school or personal property.~~
- B. ~~**Harassment** means any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:~~
1. ~~Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;~~
  2. ~~Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;~~
  3. ~~Has the effect of substantially negatively impacting a student's or employee's emotional or mental well being; or~~
  4. ~~Has the effect of substantially disrupting the orderly operation of a school.~~
- C. ~~**Cyberstalking** is defined in F. S. 784.084(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.~~
- D. ~~**Cyberbullying** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging.~~
- E. ~~**Bullying, Harassment, and/or Cyberbullying** also encompass:~~
1. ~~Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.~~
  2. ~~Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by~~
    - a. ~~Incitement or coercion;~~
    - b. ~~Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;~~
    - c. ~~Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.~~

3. ~~Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District. For Federal requirements when these acts are against Federally identified protected categories, refer to Policy 4001.1.~~

F. ~~**Accused** is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.~~

G. ~~**Complainant** is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other~~

3. ~~Behavior Standards~~

A. ~~The Gadsden County School District expects students and adults to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with proper regard to the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.~~

B. ~~The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.~~

C. ~~The School District prohibits the bullying of any student or school employee:~~

a. ~~During any educational program or activity conducted by Gadsden County Schools District;~~

b. ~~during any school related or school sponsored program or activity or on a Gadsden County school bus;~~

c. ~~Through the use of any electronic device or data while on school grounds or on a Gadsden County school bus, computer software that is accessed through a computer, computer system, or computer network of the Gadsden County School Board. The physical location or time of access of a computer related incident cannot be raised as a defense in any disciplinary action initiated under this section.~~

d. ~~Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school related or school sponsored program or activity, or on a Gadsden County school bus.~~

e. ~~While the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions.~~

D. ~~All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (the school's Discipline Plan).~~

E. ~~Student rights shall be explained as outlined in this policy and in the Student Code of Conduct: Respect for Persons and Property.~~

F. ~~Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct and this Policy.~~

#### 4. ~~Stakeholder Responsibilities~~

A. ~~By August 2009, each school principal shall create a School Safety team and designate one of its members as a School Safety Liaison and contact who shall serve on a district School Safety team that address acts of violence and school safety. The district's Safety Investigation's Officer will be head the School Safety Team. At minimum, school teams should include staff members from administration, guidance, and instruction. These persons will serve as the key school based personnel who will receive prevention/safety training and assist in the dissemination of prevention/safety procedures, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.~~

B. ~~The Academic Services' Office, in collaboration with other District departments, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote academic success, enhance resiliency, build developmental assets, and promote protective factors within each school by ensuring that each and every staff member and student is trained on violence prevention. These trainings will work to create a climate within each school and within the District that fosters the safety and respect of children and the belief that adults are there to protect and help them. Additionally, students and staff (including but not limited to school based employees, administrators, district personnel, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.~~

C. ~~The Parent Services' Office, in collaboration with other District departments, will train a wide range of community stakeholders, profit, non profit, School Resource Officers, and faith based agencies to provide the dissemination and support of violence prevention curriculums to students, their families and school staff. This collaboration will make effective use of available school district and community resources while ensuring seamless service delivery in which each and every school and student receives an equitable foundation of violence prevention.~~

D. ~~The District School Safety Team will serve as the coordinators and trainers of prevention/safety for all school staff and outside agencies/community partners. The District Safety Team will receive training in violence prevention programs. These team will ensure that these programs are evidence based and proven. The team will be responsible for implementing the evidence based interventions and proven programs within each of their schools.~~

E. ~~The Parent Services' Office, in collaboration with other District departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The District will offer parents and parent associations' trainings on violence prevention as well as knowledge of and/or opportunity to participate in any violence prevention initiatives currently taking place in their school via the district and school websites, open houses, and school newsletters. Training will provide resources and support for parents by linking them with internal supports as well as referral to community based resources as needed.~~

F. ~~Evaluations to determine the effectiveness and efficiency of the services being provided will be conducted at least every three years and shall include data based outcomes.~~

G. ~~The Superintendent, other district administrators, as well as school principals, will be held accountable for implementation of these student support services consistent with the standards of this policy. These administrators will take steps to assure that student support services are fully integrated with their instructional components at each school as well as in policy and practice.~~

#### V. ~~Training for all Stakeholders~~

- ~~At the beginning of each school year, the school principal/designee and or appropriate area/district administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and/or through other reasonable means.~~

## ~~VI. Consequences~~

### ~~A. Committing an act of bullying or harassment~~

- ~~1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer related incident cannot be raised as a defense in any disciplinary action.~~
- ~~2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.~~
- ~~3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, gross acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.~~
- ~~4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.~~

### ~~B. Wrongful and intentional accusation of an act of bullying or harassment~~

- ~~1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.~~
- ~~2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.~~
- ~~3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.~~

### ~~C. Reporting an Act of Bullying or Harassment~~

- ~~1. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.~~
- ~~2. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.~~
- ~~3. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.~~
- ~~4. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.~~
- ~~5. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.~~
- ~~6. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.~~
- ~~7. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.~~
- ~~8. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).~~

9. ~~Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.~~

~~D. Investigation of a Report of Bullying or Harassment~~

1. ~~The investigation of a reported act of bullying or harassment is deemed to be a school related activity and shall begin with a report of such an act.~~
2. ~~The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.~~
3. ~~Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.~~
4. ~~The investigator shall collect and evaluate the facts including but not limited to:~~
  - i. ~~Description of incident(s) including nature of the behavior;~~
  - ii. ~~Context in which the alleged incident(s) occurred;~~
  - iii. ~~How often the conduct occurred;~~
  - iv. ~~Whether there were past incidents or past continuing patterns of behavior;~~
  - v. ~~The relationship between the parties involved;~~
  - vi. ~~The characteristics of parties involved, i.e., grade, age;~~
  - vii. ~~The identity and number of individuals who participated in bullying or harassing behavior;~~
  - viii. ~~Where the alleged incident(s) occurred;~~
  - ix. ~~Whether the conduct adversely affected the student's education, educational environment or mental well-being;~~
  - x. ~~Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and~~
  - xi. ~~The date, time, and method in which the parents/legal guardians of all parties involved were contacted.~~
5. ~~Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include but not limited to:~~
  - i. ~~Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and~~
  - ii. ~~A written final report to the principal.~~
6. ~~The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.~~
7. ~~The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.~~

~~E. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District~~

1. ~~The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.~~
2. ~~The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.~~
  - i. ~~If it is within the scope of the District, a thorough investigation shall be conducted.~~
  - ii. ~~If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.~~
  - iii. ~~If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.~~

~~F. Notification to Parents/Guardians of Incidents of Bullying or Harassment~~

1. ~~Immediate notification to the parents/legal guardians of a victim of bullying or harassment.~~
  - i. ~~The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by~~

~~this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).~~

~~ii. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”~~

~~2. Immediate notification to the parents/legal guardians of the perpetrator of an act of bullying or harassment.~~

~~The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).~~

~~3. Notification to local agencies where criminal charges may be pursued.~~

~~Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.~~

#### ~~G. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling~~

~~When bullying or harassment is suspected or when a bullying incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.~~

~~1. The teacher or parent/legal guardian may request informal consultation with school staff, e.g., school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.~~

~~2. School personnel or the parent/legal guardian may refer a student to the school intervention team for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.~~

~~3. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.~~

~~4. The intervention team may recommend~~

~~i. Counseling and support to address the needs of the victims of bullying or harassment;~~

~~ii. Research-based counseling or interventions to address the behavior of the students who bully and harass others, e.g., empathy training, anger management; and/or~~

~~iii. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.~~

#### ~~H. Reporting Incidents of Bullying and Harassment~~

~~1. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.~~

~~2. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying related as a related element code.~~





**PROCEDURES FOR THE DISCIPLINE**  
**OF K-12 STUDENTS INCLUDING PREKINDERGARTEN STUDENTS**

The use of corporal punishment, humiliation, total or extended isolation, and/or withholding of food is prohibited as a form of discipline for prekindergarten students. (ACYF/HS 4.02;45 CFR 1304). When necessary, additional assistance will be acquired to provide for the needs of individual children.

Definitions specific to this policy:

Corporal Punishment - Paddling, slapping, pulling of hair, pinching, or any other means of causing bodily harm.

Denial of Participation in Extracurricular Activities - Denying a child the opportunity to participate in out-of-class activities such as field trips or parties. When necessary, additional assistance will be acquired to provide for the needs of individual children.

Extended Isolation in the Classroom - Denying a child the opportunity to participate in classroom activities for an unreasonable period of time. (e.g. long periods in time out).

Humiliation - Using derogatory remarks when referring to a child, name calling, or any other action that could lower the pride, dignity, or self-respect of a student.

Withholding of Food - Denying a child food that is provided to his/her peers such as dessert, snack, party foods, etc.

Total Isolation - Placing a child out of view of a responsible adult.

Suspension- The temporary removal of a child from his regular school program or the school bus.

Expulsion - The removal of the right and obligation of a child to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

Suspension and/or expulsion are NOT RECOMMENDED in disciplining prekindergarten children. These procedures should only be used for the safety, health, or welfare of any student, teacher, or staff member.

If a child's problem behavior is extensive or has escalated over a period of time, this may be an indicator of a physical or emotional problem and a referral to the prekindergarten office and the student study team may be needed.

~~(1) Definitions applicable to discipline of students with disabilities. For purposes of this rule, the following definitions apply:~~

~~(a) Change of placement because of disciplinary removals. For the purpose of removing a student with a disability from the student's current educational placement as specified in the student's IEP under this rule, a change of placement occurs when:~~

- ~~1. The removal is for more than ten (10) consecutive school days, or~~
- ~~2. The student has been subjected to a series of removals that constitutes a pattern that is a change of placement because the removals cumulate to more than ten (10) school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of additional factors, such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. A school district determines on a case by case basis whether a~~

pattern of removals constitutes a change of placement, and this determination is subject to review through due process and judicial proceedings.

~~(b) Controlled substance. A controlled substance is a drug or other substance identified under schedules I, II, III, IV, or V of the Controlled Substances Act, 21 U.S.C. 812(c) and Section 893.02(4), Florida Statutes.~~

~~(c) Illegal drug. An illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health care professional or that is legally possessed or used under any other authority under the Controlled Substances Act, 21 U.S.C. 812(c) or under any other provision of federal law.~~

~~(d) Serious bodily injury. Serious bodily injury means bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty~~

~~(e) Weapon. Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade that is less than two and one half (2½) inches in length.~~

~~(f) Manifestation determination. A manifestation determination is a process by which the relationship between the student's disability and a specific behavior that may result in disciplinary action is examined.~~

~~(g) Interim alternative educational setting. An **interim alternative educational setting (IAES)** is a different location where educational services are provided for a specific time period due to disciplinary reasons and that meets the requirements of this rule.~~

~~(2) Authority of school personnel. Consistent with the school district's Code of Student Conduct and to the extent that removal would be applied to students without disabilities, school personnel may:~~

~~(a) Remove a student with a disability who violates a code of student conduct from the student's current placement for not more than ten (10) consecutive school days.~~

~~(b) Further remove a student with a disability for not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change in placement as defined in this rule.~~

~~(3) Manifestation determination. A manifestation determination, consistent with the following requirements, must be made within ten (10) days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct.~~

~~(a) In conducting the review, the school district, the parent/guardian, and relevant members of the IEP Team (as determined by the parent/guardian and the school district) must:~~

~~1. Review all relevant information in the student's file, including any information supplied by the parents/guardians of the student, any teacher observations of the student, and the student's current IEP; and~~

~~2. Determine whether the conduct in question was caused by, or had a direct and substantial relationship to the student's disability or whether the conduct in question was the direct result of the school district's failure to implement the IEP.~~

~~(b) If the school district, the parent/guardian, and relevant members of the IEP Team determine that a condition in subparagraph (a)2. above was met, the conduct must be determined to be a manifestation of the student's disability and the school district must take immediate steps to remedy those deficiencies.~~

~~(c) If the school district, the parent/guardian, and relevant members of the IEP Team determine that the conduct was a manifestation of the student's disability, the IEP Team must either:~~

- ~~1. Conduct a functional behavioral assessment, unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the student; or~~
- ~~2. If a behavioral intervention plan already has been developed, review it and modify it, as necessary, to address the behavior; and~~
- ~~3. Except as provided in subsection (6) of this rule, return the student to the placement from which the student was removed, unless the parent/guardian and the school district agree to a change in placement as part of the modification of the behavior intervention plan.~~

~~(d) For disciplinary changes of placement, if the behavior that gave rise to the violation of a code of student conduct is determined not to be a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner and for the same duration in which they would be applied to students without disabilities, except that services consistent with subsection (5) of this rule must be provided to the student with a disability.~~

~~(e) If a parent/guardian disagrees with the manifestation determination decision made by the IEP Team pursuant to this rule, the parent/guardian may appeal the decision by requesting an expedited due process hearing as described in subsection (7) of this rule.~~

~~(4) On the date on which a decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the school district must notify the parent/guardian of the removal decision and provide the parent/guardian with a copy of the notice of procedural safeguards as referenced in these rules.~~

~~(5) Free appropriate public education for students with disabilities who are suspended or expelled or placed in an IAES.~~

~~(a) A school district is not required to provide services to a student with a disability during removals totaling ten (10) school days or less in that school year, if services are not provided to students without disabilities who are similarly removed.~~

~~(b) Students with disabilities who are suspended or expelled from school or placed in an IAES must continue to receive educational services, including homework assignments in accordance with Section 1003.01, Florida Statutes, so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.~~

~~(c) After a student with a disability has been removed from the current placement for ten (10) school days in the school year, if the current removal is not more than ten (10) consecutive school days and is not a change of placement under this rule, school personnel, in consultation with at least one of the student's special education teacher(s), shall determine the extent to which services are needed so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP.~~

~~(d) If the removal is a change of placement under this rule, the student's IEP Team determines appropriate services under paragraph (b) of this subsection.~~

~~(6) Special Circumstances and Interim Alternative Educational Setting (IAES).~~

~~(a) School personnel may remove a student to an IAES for not more than forty five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student:~~

- ~~1. Carries a weapon to or possesses a weapon at school, on school premises, or to a school function under the jurisdiction of a state education agency or a school district;~~
- ~~2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district; or~~
- ~~3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state education agency or a school district.~~

~~(b) On the date on which a decision is made to make a removal that constitutes a change of placement because of a violation of a code of student conduct, the school district must notify the parent/guardian of that decision and provide the parent/guardian with a copy of the notice of procedural safeguards as referenced in Rules 6A 6.03011 through 6A 6.0361, FAC.~~

~~(7) Appeal and Expedited Hearings.~~

~~(a) An expedited hearing may be requested:~~

- ~~1. By the student's parent/guardian if the parent/guardian disagrees with a manifestation determination or with any decision not made by an **administrative law judge (ALJ)** regarding a change of placement under this rule, or~~
- ~~2. By the school district if it believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.~~

~~(b) The school district may repeat the procedures for expedited hearings if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.~~

~~(c) Expedited due process hearings requested under this subsection shall be conducted by an ALJ for the Division of Administrative Hearings, Department of Management Services, on behalf of the Department of Education, and shall be held at the request of either the parent/guardian or the school district regarding disciplinary actions. These hearings must meet the requirements prescribed in Rules 6A 6.03011 through 6A 6.0361, FAC., except that the hearing must occur within twenty (20) school days of the date the request for due process is filed and an ALJ must make a determination within ten (10) school days after the hearing. In addition, unless the parents/guardians and the school district agree in writing to waive the resolution meeting described herein or agree to use the mediation process set forth in these rules:~~

- ~~1. A resolution meeting must occur within seven (7) days of receiving notice of the request for expedited due process hearing; and~~
- ~~2. The expedited due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) days of the receipt of the request for expedited due process hearing.~~

~~(d) The decision of the ALJ rendered in an expedited hearing may be appealed by bringing a civil action in a federal district or state circuit court, as provided in Section 1003.57(5), Florida Statutes.~~

~~(8) Authority of an ALJ. An ALJ hears and makes a determination regarding an appeal and request for expedited due process hearing under this subsection and, in making the determination:~~

~~(a) An ALJ may return the student with a disability to the placement from which the student was removed if the ALJ determines that the removal was a violation of this rule or that the student's behavior was a manifestation of the student's disability; or~~

~~(b) Order a change of placement of the student with a disability to an appropriate IAES for not more than forty five (45) school days if the ALJ determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others.~~

~~(c) The procedures under this subsection may be repeated, if a school district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.~~

~~(9) Student's Placement During Appeals/Expedited Due Process Proceedings. When an appeal under subsection (7) has been made by either the parent/guardian or the school district, the student must remain in the IAES determined by the IEP team pending the decision of the ALJ or until the expiration of the time period specified by school personnel, including expulsion for a student where no manifestation was found, unless the parent/guardian and the Department of Education or school district agree otherwise.~~

~~(10) Protections for Students not Determined Eligible for Special Education and Related Services. A regular education student who has engaged in behavior that violated a code of student conduct may assert any of the protections afforded to a student with a disability under this rule if the school district had knowledge of the student's disability before the behavior that precipitated the disciplinary action occurred.~~

~~(a) Basis of knowledge. A school district is deemed to have knowledge that a student is a student with a disability if:~~

- ~~1. The parent/guardian has expressed concern in writing to supervisory or administrative personnel of the appropriate school district, or a teacher of the student, that the student needs special education and related services;~~
- ~~2. The parent/guardian has requested an evaluation to determine whether the student is in need of special education and related services; or~~
- ~~3. The teacher of the student, or other school district personnel, expressed specific concerns about a pattern of behavior demonstrated by the student directly to the school district's special education director or to other supervisory school district personnel.~~

~~(b) Exception. A school district would not be deemed to have knowledge of a disability under paragraph (a) if:~~

- ~~1. The parent/guardian of the student has not allowed an evaluation pursuant to Rules 6A-6.03011 through 6A-6.0361, FAC., or has refused special education and related services under Rules 6A-6.03011 through 6A-6.0361, FAC.; or~~
- ~~2. The school district conducted an evaluation in accordance with Rules 6A-6.03011 through 6A-6.0361, FAC., and determined that the student was not a student with a disability.~~

~~(c) Conditions that Apply if No Basis of Knowledge.~~

- ~~1. If the school district has no knowledge that the student is a student with a disability prior to disciplinary action, the student may be disciplined in the same manner as a student without a disability who engages in comparable behaviors.~~
- ~~2. If an evaluation request is made for the student during the time period of the disciplinary action, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation and information~~

provided by the parents/guardians, the school district shall provide special education and related services consistent with the requirements of this rule.

~~(11) Nothing in this rule prohibits a school district from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.~~

~~(12) Student Records in Disciplinary Procedures. School districts shall ensure that the special education and disciplinary records of students with disabilities are transmitted, consistent with the provisions of Section 1002.22, Florida Statutes, and Rule 6A 1.0955, FAC.:~~

~~(a) For consideration by the person making the final determination regarding the disciplinary action; and~~

~~(b) For consideration by the appropriate authorities to whom school districts report crimes.~~

~~(13) Disciplinary Records of Students with Disabilities. School districts shall include in the records of students with disabilities a statement of any current or previous disciplinary action that has been taken against the student and transmit the statement to the same extent that the disciplinary information is included in, and transmitted with, the student records of non-disabled students.~~

~~(a) The statement may be a description of any behavior engaged in by the student that required disciplinary action, a description of the disciplinary action taken, and any other information that is relevant to the safety of the student and other individuals involved with the student.~~

~~(b) If the student transfers from one school to another, the transmission of any of the student's records must include both the student's current IEP and any statement of current or previous disciplinary action that has been taken against the student.~~

~~(14) The principal may suspend a student with disabilities after preventive measures have been unsuccessful, and/or when an emergency situation requires immediate suspension. Some preventive measures may include the following.:~~

- ~~1. \_\_\_\_\_ specific behavior management system~~
- ~~2. \_\_\_\_\_ counseling (guidance counselor and/or school psychologist)~~
- ~~3. \_\_\_\_\_ parent/guardian conference~~
- ~~4. \_\_\_\_\_ in school isolation~~
- ~~5. \_\_\_\_\_ detention~~

~~(15) Multiple suspensions, excluding a student from school for more than ten (10) school days is not allowed. If there is a need to suspend the student for more than 10 school days, the principal must request an IEP/accommodation plan review. The staffing committee shall review the student's program and determine if the disability is a precipitating factor of the inappropriate behavior. That decision shall be recorded on the IEP/accommodation plan and that information shall be used to revise the student's IEP/accommodation plan. The decision will be based on one of the following objectives:~~

- ~~1. \_\_\_\_\_ to reflect the need for the use of suspension as a disciplinary tool or \_\_\_\_\_ management strategy and/or~~
- ~~2. \_\_\_\_\_ to modify the educational program and/or~~
- ~~3. \_\_\_\_\_ to change the educational program and/or~~
- ~~4. \_\_\_\_\_ to indicate that the exceptionality or disability is not a precipitating factor and that therefore the student is expected to behave in accordance with rules established in the Code of Student Conduct.~~

~~(16) If it is determined that the student's conduct is a manifestation of the student's disability an individual educational plan (IEP) or accommodation plan meeting shall be held to determine the adequacy of the current~~

~~special program and related services. This meeting may occur in conjunction with the staffing meeting or as a separate meeting. Based upon the recommendations of the staffing committee, participants in an IEP/accommodation plan meeting shall consider and make recommendations concerning alternative program options which may include, among others, the following:~~

- ~~1. a change in disciplinary procedures used~~
- ~~2. additional related services~~
- ~~3. increased time in the current special program~~
- ~~4. provision of a special program in another setting~~
- ~~5. involvement with programs funded by other agencies~~

~~Any parent/guardian that has concerns about his/her child's behavior or academic performance should submit a written referral to the school's guidance counselor.~~

DRAFT



**DRAFT**

**APPENDIX B**  
**GLOSSARY**

---

~~\***ARMED ROBBERY**—The taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear; with the use of a firearm, imitation firearm, or other deadly weapon (F.S. 812.13(1)&(2)(a)).~~

~~\***ARSON**—To willfully and unlawfully, or while in the commission of any felony, by fire or explosion, damage or cause to be damaged: any dwelling, whether occupied or not, or its contents; any structure, or contents thereof, where persons are normally present; and any other structure that the person knew or had reasonable grounds to believe was occupied by a human being (F.S. 806.01(1)(a) (c)).~~

~~**BATTERY**—the actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual (F.S. 784.03&784.045).~~

~~\***BATTERY OR AGGRAVATED BATTERY ON A TEACHER OR OTHER SCHOOL PERSONNEL**—A battery or aggravated battery, as defined above, on any elected official or school district employee whether it is committed on school property, on school sponsored transportation, during a school sponsored activity or while the elected official or employee is on official school business.~~

~~**BOMB THREAT**—intentionally making a false report to any person concerning the placement of any bomb, dynamite, explosive, or arson causing device.~~

~~**CHEMICAL/HAZARDOUS MATERIAL**—Any chemical compounds or dangerous materials that may be used to cause harm or vulnerability to any person(s)~~

~~\*~~

~~**ELECTRIC WEAPON OR DEVICE**—any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury (F.S. 790.001(14)).~~

~~**EXCUSABLE ABSENCE**—An absence caused by illness of the student or by serious illness or death in the family. Work missed may be made up by the student.~~

~~-~~

~~\***EXPLOSIVE DEVICE, POSSESSION, USE OR SALE OF**—An explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerine, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators [F.S. 790.001(5)]. This category does not include Class C common fireworks.~~

~~\*~~

~~**Fighting**—mutual participation in a hostile, physical encounter; mutual participation in an altercation involving physical violence~~

~~\***HOMICIDE** (murder, manslaughter) Murder the unlawful killing of a human being (F.S. 782.04); and manslaughter the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification (F.S. 782.07).~~

~~\***KIDNAPPING OR ABDUCTION**— Forcibly, secretly, or by threat confining, abducting, or imprisoning another person against their will and without lawful authority, with intent to: (1) hold for ransom or reward or as a shield or hostage; (2) commit or facilitate commission of any felony; (3) inflict bodily harm upon or to terrorize the victim or another person; and (4) interfere with the performance of any governmental or political function (F.S. 787.01(1)(a)1-4).~~

DRAFT

~~GADSDEN COUNTY SCHOOLS~~

~~POSITIVE STUDENT MANAGEMENT  
DISCIPLINE PLAN~~

2011-2012

POSITIVE STUDENT MANAGEMENT DISCIPLINE PLAN  
2011-2012  
 GADSDEN COUNTY SCHOOL DISTRICT

**PREFACE.....50**

**PHILOSOPHY – EXPECTATIONS.....51**

**DISCIPLINARY PROCEDURES FOR ELEMENTARY SCHOOLS.....53**

- Level One Infractions
- Level One Procedures and Related Consequences
- LEVEL ONE PRE-REFERRAL PACKET**
  - Guidelines and Procedures for Effective Implementation
  - Letter to Parents/guardians
  - Referral to Guidance Counselor
  - Pre-Referral Form
- Level Two Infractions and Related Consequences
- Level Three Infractions and Related Consequences
- Level Four Infractions

**DISCIPLINARY PROCEDURES FOR SECONDARY SCHOOLS.....61**

- Minor Offenses
- Intermediate Offenses
- Major Offenses

**COMPONENTS OF ELEMENTARY AND SECONDARY SCHOOLS.....65**

- Bus Offenses
- Zero Tolerance Offenses
- Student Dress Code

**TEACHER DOCUMENTATION FORMS.....68**

- Classroom Behavior Management Form
- Document Needed to Process Referral
- Discipline Incident Form

**Student Discipline Referral Terminology.....71**

**Letter of Acknowledgment for Students.....77**

**Letter of Acknowledgment for Parents/guardians.....78**

## PREFACE

~~The district and its partners recognize the need for consistency of discipline between elementary and secondary schools. Regardless of where students attend school in the Gadsden County Public School District, we will adhere to the Gadsden County Positive Student Management Discipline Plan for their grade level. There are many factors that contribute to discipline problems in schools; nevertheless, the fact remains that schools have a responsibility to encourage, promote, and maintain an effective system of discipline.~~

~~Therefore, the Gadsden County Public School District is committed to be consistent, fair, and firm in practices as it resolves conflicts, modifies undesirable behaviors, and creates and maintains a safe and healthy environment in each school.~~

~~Though this document is a vehicle for effective disciplinary actions for all students, it does not supersede nor change in any manner the Gadsden County Code of Student Conduct.~~

DRAFT

## **PHILOSOPHY AND EXPECTATIONS**

The Gadsden County School District believes that everyone has the right and responsibility to achieve at his or her educational best. To make this happen, everyone needs a safe and positive environment in which to learn. Therefore, the district vows to be the best that it can be and pledges to:

\*Honor individual differences

\*Clearly define the things that are expected from everyone.

\*Hold each person accountable for his or her own behaviors.

### **Gadsden County Positive Student Management Discipline Plan Expectations**

#### **Students Are Expected To:**

- Show respect through actions and words
- Refrain from using profanity
- Be on time to school and to classes
- Get along with others
- Complete assignments
- Perform at their highest level of achievement
- Take care of school property
- Request permission to use other's property
- Follow safety rules
- Bring necessary supplies and materials to class
- Follow the dress code (**SEE ELEMENTARY & SECONDARY COMPONENT**)
- Be honest
- Speak politely: "Please, Thank you, I'm sorry, I keep my word, Yes, No"

#### **Teachers Are Expected To:**

- Be firm, fair, and consistent in all situations
- Maintain a positive classroom environment
- Provide for a safe environment
- Work with and support others
- Communicate with families
- Be good role models for students and colleagues
- Value individual opinions and ideas
- Teach innovative and challenging lessons
- Provide for individual differences
- Be punctual to work, classes, and other functions
- Assume the responsibility for correcting undesirable behaviors and protecting students
- Support decisions made by administrators and peers
- Speak politely: "Please, Thank you, I'm sorry, I keep my word, Yes, No"

### **Administrators Are Expected To:**

- Follow through and follow up on decisions
- Communicate openly and effectively with teachers and all stakeholders
- Gather input from all sources for effective decision making
- Encourage family support and participation
- Promote teacher creativity
- Provide for a safe environment
- Be good role models for students and all employees
- Be strong, supportive administrators and instructional leaders
- Communicate positive expectations for teachers, students, and other stakeholders
- Assume the responsibility of correcting undesirable behaviors and protecting students
- Value individual opinions and ideas
- Speak politely: "Please, Thank you, I'm sorry, I keep my word, Yes, No"

### **School Support Staff Is Expected To:**

- Provide and maintain a safe, clean and healthy environment
- Be good role models for students and colleagues
- Work with and support others
- Value individual opinions and ideas
- Maintain a positive environment
- Assume responsibility for correcting undesirable behaviors and protecting students
- Speak politely: "Please, Thank you, I'm sorry, I keep my word, Yes, No"

### **Parents/guardians Are Expected To:**

- Send students to school nourished, rested, and ready to learn
- Be active participants in their children's education
- Be good role models for their children
- Communicate frequently with school personnel
- Support school personnel
- Reinforce the fact that their children are accountable for their own actions
- Get involved in school activities
- Get their children to school daily and on time
- Assume responsibility for their children's before and after school care
- Admonish their children to leave all beepers, cellular phones, headsets, and any other non-essential items at home
- Value individual opinions and ideas
- Speak politely: "Please, Thank you, I'm sorry, I keep my word, Yes, No"

### **District Support Staff Is Expected To:**

- Provide clear guidelines for implementing district policies
- Enforce district policies with uniformity and consistency
- Understand and support differences among schools
- Participate in school activities
- Value individual opinions and ideas
- Be good role models for students and all employees
- Assume the responsibility of correcting undesirable behaviors and protecting students
- Speak politely: "Please, Thank you, I'm sorry, I keep my word, Yes, No"



## ELEMENTARY SCHOOLS

Grades K-5

[Pre-K discipline will be followed according to the District Code of Student Conduct.]

### Discipline Guidelines and Procedures

#### LEVEL ONE INFRACTIONS

##### **RESPONSIBILITY ISSUES**

- ~~Chewing gum, food, drinks, etc. during class~~
- ~~Being unprepared for class (text, paper, pencil, assignments, etc.)~~
- ~~Possessing items that are against school rules (hats, walkmans, toys, basketballs, chains, etc.)~~
- ~~Dressing in opposition to the dress code (**SEE DRESS CODE COMPONENT**)~~
- ~~Refusing to do class work~~
- ~~Behaving inappropriately in the cafeteria~~
- ~~Running on campus (includes tumbling)~~
- ~~Sleeping in class~~
- ~~Disrupting the class by way of any other minor offense~~

##### **RESPECT ISSUES**

- ~~Disturbing the class (e.g., talking loud, getting out of seat without permission, laughing or talking at inappropriate times, minor physical play where no one is hurt)~~
- ~~Using offensive language in general conversation with peers (includes name calling)~~
- ~~Damaging school property: student correctable (e.g., writing on wall, desk, etc.)~~
- ~~Disobeying the school patrol~~
- ~~Disrespecting others~~
- ~~Bringing community problems to school~~
- ~~Displaying intimate attention in public~~

##### **TARDY POLICY**

- ~~When a student accumulates 3 or more unexcused tardies to class or school, the teacher will hold a conference with the student.~~
- ~~On the 3<sup>rd</sup> unexcused tardy, the teacher will contact the parent/guardian by letter or by telephone.~~
- 

##### **DRESS CODE**

- ~~SEE ELEMENTARY AND SECONDARY COMPONENTS~~

## LEVEL ONE PROCEDURES AND RELATED CONSEQUENCES

### STEP I

- ~~The teacher will privately issue verbal reprimand and discuss the problem with the student.~~
- ~~The teacher will collect items from the student and will return them at the end of the day or when the parent/guardian collects them.~~

### STEP II

#### ~~IF A STUDENT CHOOSES TO BEHAVE IN SUCH A WAY THAT RESULTS IN A LEVEL ONE INFRACTION:~~

- ~~The teacher **MUST** contact the parent/guardian.~~
  - 1 ~~This could include, but is not limited to, a phone call, and/or a letter of misconduct with required parent/guardian signature to be returned~~
  - 2 ~~With bus issues, refer to **BUS OFFENSES COMPONENT.**~~

### STEP III

#### ~~IF STUDENT BEHAVIOR RESULTS IN ONE OR MORE SUBSEQUENT LEVEL ONE INFRACTIONS:~~

- ~~The teacher assigns related consequences. These could include, but are not limited to:~~
  - ~~Lunch detentions~~
  - ~~Work in buddy teacher room~~
  - ~~Behavioral contracts (attach)~~
  - ~~Additional parent/guardian contact~~
  - ~~Teacher selected interventions~~

### STEP IV

#### ~~IF STUDENT BEHAVIOR HAS NOT IMPROVED AS A RESULT OF THE ABOVE INTERVENTIONS:~~

- ~~The teacher will then submit a **referral** to the guidance counselor to seek assistance in resolving the behavior issues with the student. (SEE LEVEL ONE PRE-REFERRAL PACKET))~~

### STEP V

#### ~~IF, FOLLOWING THE COUNSELING SESSION, STUDENT BEHAVIOR HAS NOT IMPROVED:~~

- ~~The student is considered to be in defiance of school rules/expectations (**Level Two Infractions**).~~
- ~~A referral to the administrator is written on a **Pre-Referral Form**.~~
- ~~The teacher must describe the infraction/offense and give a summary of conditions preceding the events.~~

~~This information is critical to an administrator for his/her communication with parents/guardians and assignment of **Level Two Consequences** that do not replicate consequences already used by the teacher, counselor, and/or administrator.~~

~~ELEMENTARY SCHOOL~~

~~LEVEL ONE PRE-REFERRAL PACKET~~

~~GUIDELINES AND PROCEDURES FOR EFFECTIVE IMPLEMENTATION~~

~~WHEN A STUDENT HAS COMMITTED LEVEL ONE INFRACTIONS:~~

- ~~■ Please be thorough and consistent in documenting the offense and the type of intervention that was implemented.~~
- ~~■ Please use the proper forms to document what has taken place.~~
- ~~■ Remember that parent/guardian contact makes the entire process more effective.~~

~~IF INAPPROPRIATE BEHAVIOR HAS NOT CEASED AFTER 3 LEVEL ONE INFRACTIONS, PARENT/GUARDIAN CONTACT, AND COUNSELING:~~

- ~~■ Complete a **Discipline Incident Form** and send the student with a completed **Pre-Referral Packet** and the referral to an administrator's office.~~

~~EXHIBITING CONSISTENT ADHERENCE TO THE PROCEDURES AND GUIDELINES AS OUTLINED IN THE DISCIPLINE PLAN ENSURES A SUCCESSFUL AND WHOLESOME SCHOOL YEAR.~~

**CLASSROOM BEHAVIOR MANAGEMENT FORM FOR  
MINOR OFFENSES IN ELEMENTARY SCHOOLS**

**STUDENT** \_\_\_\_\_ **I.D.** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**TEACHER** \_\_\_\_\_ **SUBJECT** \_\_\_\_\_ **PERIOD** \_\_\_\_\_

**CIRCLE IF APPLICABLE TO STUDENT: ESE ESOL**

The above student's behavior has been disruptive to the class and inhibits my ability to teach. Specifically, the problem is:

\_\_\_\_\_  
\_\_\_\_\_

As the classroom teacher, I have taken the following steps to correct the problem:

**1st Offense:** An ~~AFTER CLASS DISCUSSION~~ was held on \_\_\_\_\_ with the student regarding the above problem. The student's reaction to the problem and my suggestions for improvement were:

\_\_\_\_\_ **Favorable** \_\_\_\_\_ **Unfavorable** \_\_\_\_\_ **No reaction**

\_\_\_\_\_  
Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

**2<sup>nd</sup> Offense:** A ~~FORMAL TEACHER/STUDENT CONFERENCE~~ was held on \_\_\_\_\_ at \_\_\_\_\_  
(DATE) (TIME)

The problem was again discussed, and the student was warned that further misbehavior would result in a referral to the office. The student's reaction to my suggestions for improvement were:

\_\_\_\_\_ **Favorable** \_\_\_\_\_ **Unfavorable** \_\_\_\_\_ **No reaction**

**PARENT/GUARDIAN PHONE CONTACT**

(Name and No.) \_\_\_\_\_ was called on \_\_\_\_\_. The parent/guardian was advised of the problems and the steps taken thus far by me to remedy the problem. The parent/guardian's support was requested. Parent/Guardian reaction was:

\_\_\_\_\_ **Positive** \_\_\_\_\_ **Neutral** \_\_\_\_\_ **No reaction**

**3<sup>rd</sup> Offense:** The following **RESOURCE PEOPLE** were consulted:

A. Department/Team Chairman/Leader: The following recommendation/s was made:

\_\_\_\_\_  
\_\_\_\_\_

B. Guidance Counselor: The following recommendation/s was made:

\_\_\_\_\_  
\_\_\_\_\_

C. Other: The following assistance was provided:

\_\_\_\_\_  
\_\_\_\_\_

**4th Offense: THE PROBLEM PERSISTS:** I request administrative assistance with this student. [Send this form and the student to the office.]

\_\_\_\_\_  
Date/Time Student Sent \_\_\_\_\_ Teacher signature \_\_\_\_\_

~~White Office Yellow Parent/Guardian Pink Guidance Gold Referring Teacher~~

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

Dear Parent/Guardian:

I am writing to you because I have been unable to reach you by phone. It is important that I advise you of \_\_\_\_\_'s behavior in my class. It has been less than satisfactory for the following reason/s:

---

---

---

Because I strive to guarantee your child and all the students in my classroom the excellent learning climate they deserve, I will not tolerate any student who interferes with my ability to teach or the student's ability to learn. Please discuss the importance of this matter with your child.

I believe it is in your child's best interest that we work together cooperatively to enhance his/her education. If you have any questions or comments, please contact me at school.

Sincerely,

Teacher \_\_\_\_\_

School's Phone Number \_\_\_\_\_

Best time to call \_\_\_\_\_

Please sign this form and **RETURN TO ME** the next school day.

**PARENT/GUARDIAN'S COMMENTS:**

---

---

---

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

---

---

## **LEVEL TWO INFRACTIONS**

- ~~Skipping class/school~~
- ~~Participating in physical play or altercation (when possible injury could occur)~~
- ~~Directing profane or abusive language towards an adult~~
- ~~Defying the observance of school rules/expectations~~
- ~~Damaging school property (non correctable)~~
- ~~Exhibiting threatening or extremely defiant behavior or language towards another student~~
- ~~Behaving in the manner that constitutes sexual harassment~~
- ~~Throwing or propelling objects~~
- ~~Spitting intentionally~~
- ~~Repeating Level I Infractions~~

## **LEVEL TWO PROCEDURES AND RELATED CONSEQUENCES**

~~IF A STUDENT CHOOSES TO BEHAVE IN SUCH A WAY THAT RESULTS IN A LEVEL TWO INFRACTION:~~

- ~~The teacher will complete a **Discipline Incident Form**, and the student will be referred to an administrator.~~
- ~~The teacher will notify an administrator **immediately** if a student's behavior becomes so defiant that the teacher is unable to conduct class.~~

### ~~ACTIONS TO BE TAKEN BY ADMINISTRATORS~~

#### ~~1<sup>st</sup> REFERRAL~~

- ~~An administrator contacts the parent/guardian **AND** administers his/her choice of one or more of the following:~~
  1. ~~Require restitution~~
  2. ~~Withdrawal of privileges~~
  3. ~~Bag lunch detention~~
  4. ~~Specific period(s) of internal suspension~~
  5. ~~After school detention~~
  6. ~~Supervised work detail~~
  7. ~~Conflict resolution session~~
  8. ~~Recommendation for Guidance Counseling Intervention~~
  9. ~~Consideration for possible external suspension~~
  10. ~~Parent/Guardian conference~~
  11. ~~Student Study Team Intervention~~
- ~~An administrator warns the student/parent/guardian of the consequences of the second offense.~~

## **2<sup>nd</sup> REFERRAL**

- ~~An administrator contacts the parent/guardian AND administers his/her choice of one or more consequences from 1<sup>st</sup> Referral Consequences with possible increase in length of consequences.~~
- ~~An administrator warns the student/parent/guardian of the consequences of the third offense.~~

## **3<sup>rd</sup> REFERRAL**

~~An administrator holds a conference with the parent/guardian and recommends/assigns external suspension.~~

## **LEVEL THREE INFRACTIONS**

### **Stealing**

~~Behaving in the manner that constitutes sexual misconduct~~

- ~~Leaving school campus without permission~~
- ~~Repeating a Level II Infraction~~

## **LEVEL THREE PROCEDURES AND RELATED CONSEQUENCES**

~~IF A STUDENT CHOOSES TO BEHAVE IN SUCH A WAY THAT RESULTS IN A LEVEL THREE INFRACTION:~~

- ~~The teacher will complete a **Discipline Incident Form**, and the student will be referred to an administrator.~~
- ~~The teacher will notify an administrator **immediately** if a student's behavior becomes so defiant that the teacher is unable to conduct class.~~

## **ACTIONS TO BE TAKEN BY ADMINISTRATORS**

### **1<sup>st</sup> REFERRAL**

- ~~An administrator contacts the parent/guardian AND administers his/her choice of one or more of the following:~~
  1. ~~Require restitution~~
  2. ~~Withdrawal of privileges~~
  3. ~~Bag lunch detention~~
  4. ~~Specific period(s) of internal suspension~~
  5. ~~After school detention~~
  6. ~~Supervised work detail~~
  7. ~~Conflict resolution session~~
  8. ~~Recommendation for Guidance Counseling Intervention~~
  9. ~~Consideration for possible external suspension~~
  10. ~~Parent/Guardian conference~~
  11. ~~Student Study Team~~

- ~~An administrator warns the student/parent/guardian of the consequences of the second offense.~~

~~**2<sup>nd</sup> REFERRAL**~~

- ~~An administrator contacts the parent/guardian AND administers his/her choice of one or more consequences from **1<sup>st</sup> Referral Consequences** with possible increase in length of consequences.~~
- ~~An administrator warns the student/parent/guardian of the consequences of the third offense.~~

~~**3<sup>rd</sup> REFERRAL**~~

- ~~An administrator holds a conference with the parent/guardian and recommends/assigns external suspension.~~

<b>LEVEL FOUR INFRACTIONS</b>
-------------------------------

**ZERO TOLERANCE INFRACTIONS**

- ~~**REFER TO THE GADSDEN COUNTY SCHOOL DISTRICT CODE OF STUDENT CONDUCT.**~~



**SECONDARY SCHOOLS**  
Grades 6—12  
**DISCIPLINARY PROCEDURES**  
**GRADES K-12**

Discipline Guidelines and Procedures

CLASS I	MINOR OFFENSES
---------	----------------

\*Document All Actions Taken in Class I on the Classroom Behavior Management Form

- Chewing gum, eating food, or drinking beverages during class
- Being unprepared for class/no materials
- Arriving late to class (up to 5 minutes)
- Refusing to do classroom work
- Sleeping in class
- Using offensive language in general conversation with peers
- Disrupting the classroom (talking out loud, getting out of seat, laughing or talking at inappropriate times)
- Displaying intimate affection in public
- Possessing inappropriate items, (toys, games, tape players, beepers, cellular phones)
- Disrupting the class by any other minor offense

Actions To Be Taken By Teachers

***1st Offense***

- Contact the parent/guardian. **[required]**
- Hold a teacher/student conference with documentation **[complete applicable section of Classroom Behavior Management Form (CBM)].**
- Collect inappropriate items from the student and return them at end of the day or when a parent/guardian collects them.

***2nd Offense***

- Use creative teacher interventions (may include behavior improvement plan, disciplinary work, etc.).
- Refer the student to the homeroom teacher (If student is an athlete, refer to coaches)
- Hold formal teacher-student conference and contact the parent/guardian. **(complete applicable section of CBM)**
- Refer the student to the team leader or designee, if applicable.
- Refer the student to the Guidance Counselor/Resource person/Student Study Team.
- Arrange peer mediation for the student.

***3rd Offense***

- Contact the parent/guardian. **[required]**
- Render a verbal reprimand.
- Provide notification of the consequences of the next offense.

- Arrange peer mediation for the student.
- Refer the student to the team leader or designee.
- Refer the student to a Guidance Counselor.

#### *4<sup>th</sup> Offense*

##### **ACTIONS TO BE TAKEN BY ADMINISTRATORS**

- Contact the parent/guardian. **[required]**
- Refer the student to an Administrator for disciplinary action/parent/guardian contact
- Suspend the student from home-based school activities for 2 weeks.
- Assign the student to after-school detention - 2 Days
- Assign work detail to the student.
- Assign the student to in-school suspension (ISS) for 3 to 5 days/parent/guardian contact.

CLASS II	INTERMEDIATE OFFENSES
----------	-----------------------

- Repeating classroom disruptions
- Failing to serve detention or other disciplinary interventions
- Instigating conflicts by spreading rumors, false statements, accusations, threats and other statements that tend to escalate situations or incite chaos
- Throwing food or drinks in cafeteria
- Loitering in an unauthorized location
- Using obscene or profane language or gestures
- Possessing or using tobacco products
- Cheating, plagiarism, abuse of technology, or forgery
- Skipping class/Leaving class
- Throwing or propelling objects or spitting
- Intimidating or harassing another student
- Dressing in opposition to the dress code (including drop pants)
- Repeating Class I offenses
- **Unauthorized usage of electronic devices**

##### **Actions To Be Taken By Administrators**

- An administrator calls the parent/guardian. **[required]**
- An administrator will assign In-school suspension (ISS) for specified number of days.
- An administrator will assign 3 - 5 days out-of-school suspension (OSS) /parent/guardian contact.
- An administrator will assign 5 days OSS [school level hearing/ parent/guardian conference]
- An administrator will provide a hearing with the option to give OSS of 5 more days.
- The School Resource Officer will issue a citation.
- An administrator will provide peer mediation for the student.
- An administrator will involve the Guidance Counselors in fact-finding and counseling of students.

- Defying a school district employee (an attitude or action designed to provoke a confrontation)
- Defacing school property/malicious mischief
- Inciting or participating in riotous behavior
- Obstructing school employees from their duty (preventing fight breakups, etc.)
- Possessing merchandise stolen on school campus
- Trespassing
- Using school property without authorization (computers, A/V or PE equipment)
- Exhibiting lewd and lascivious behavior
- Possessing obscene literature or objects
- Stealing
- Repeating Class II offenses
- leaving school campus without permission
- under the influence of alcohol and/or drugs

#### Actions To Be Taken By Administrators

##### *1st Offense*

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral and administrator confers with the student.
- An administrator assigns 3-5 days out of school suspension.
- An administrator warns the student and parents/guardians of the consequence of the second offense.
- Guidance Counselors assist with fact finding and counseling of students.
- The student/parent/guardian makes restitution
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

##### *2nd Offense*

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out of school suspension and conducts a hearing.
- An administrator warns the student and parent/guardian of the consequences of the third offense.
- An administrator informs the student and parent/guardian that all subsequent referrals will result in recommendation for alternative placement and/or expulsion.
- The student/parent/guardian makes restitution.
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

##### *3rd Offense*

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- Administrator confers with student.

- An administrator assigns 5 days out-of-school suspension with a hearing.
- An administrator informs the student and parent/guardian that all subsequent referrals will result in recommendation for alternative placement and/or expulsion.
- An administrator conducts a hearing for expulsion and/or alternative placement considerations.
- The student/parent/guardian makes restitution.
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

<b>CLASS III</b>	<b>GROUP B</b>	<b>MAJOR OFFENSES</b>
------------------	----------------	-----------------------

- Fighting (involvement in physical confrontation in which the participant either initiated the fight or failed to take advantage of an opportunity to avoid escalation of the incident that led to the fight)
- Creating a hostile environment that includes harassing, physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment prohibited by school board policies
- Threatening, harassing or intimidating a school district employee/adult

**Actions To Be Taken By Administrators**

***1st Offense***

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out-of-school suspension.
- Guidance Counselors assist in fact finding and counseling of student.
- An administrator reads the second offense consequences to the students and parent/guardian.
- An administrator provides peer mediation.

***2nd Offense***

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out-of-school suspension with a hearing for possible alternative placement and/or expulsion considerations.
- 

<b>CLASS III</b>	<b>GROUP C</b>	<b>MAJOR OFFENSES</b>
------------------	----------------	-----------------------

**ZERO TOLERANCE OFFENSES**

- **REFER TO THE GADSDEN COUNTY SCHOOL BOARD CODE OF STUDENT CONDUCT.**

## VII. ZERO TOLERANCE POLICY

### Florida Statute: 1006.13 - Zero Tolerance Policy

(1) The Gadsden County School Board has a zero tolerance policy for:

- (a) Crime and substance abuse, including the reporting of delinquent acts and crimes occurring whenever and wherever students are under the jurisdiction of the district school board.
- (b) Victimization of students, including taking all steps necessary to protect the victim of any violent crime from any further victimization.

(2) The zero tolerance policy requires students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system. . (See definition of expulsion.)

- (a) Bringing a firearm, imitation firearm, or weapon (as defined in F.S. Chapter 790) to school, to any school function, or possessing a firearm, imitation firearm, at school, (to include the possession, use, or sell of a firearm, imitation firearm, or explosive on campus, at a school activity, or on school sponsored transportation, including designated bus stops, or
- (b) Making a threat or false report (as defined by subsection 790.162 and 790.163) respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity, bring, possess, use, or sell a firearm, imitation firearm, or explosive on campus

The Gadsden County School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student with a disability, the district school board shall comply with applicable State Board of Education rules.

### Offenses Prohibited

1. The Gadsden County School Board's zero tolerance for students that have been found to have committed any of the offenses listed below on school property, school sponsored transportation, including designated bus stops, or during a school sponsored activity. These students will be referred to the School Board for expulsion.

- a. homicide (murder, manslaughter)
- b. sexual battery
- c. armed robbery
- d. aggravated battery
- e. assault, battery or aggravated battery on a teacher or other school personnel
- f. kidnapping or abduction
- g. arson
- h. possession, use, or sale of any firearm, to include an imitation firearm
- i. display, use, threaten, or attempt to use any imitation firearm
- j. possession, use, or sale of any explosive device
- k. possession, use, or sale of drugs or alcohol
- l. threat or false report involving a school or school personnel's property, school transportation, or a school sponsored activity.
- m. bomb threat
- n. possession, use of hazardous chemical or substances material

(The above terms are defined in the glossary.)

2. Any student charged with an assault or battery on any employee of the School Board shall be removed from the classroom immediately and placed in an alternative school setting pending disposition. After an investigation, if the student is found guilty of this offense and in violation of F.S. 784.081, he/she shall be expelled or placed in an alternative school setting (F.S. 1006.13(4)).
3. All incidents involving firearms, imitation firearms, explosives, unlawful possession, use or sale of controlled substances, including alcohol, and offenses listed in 1 above will be referred immediately to law enforcement.
4. In the case of a physical altercation (fight) between two or more students on campus, school bus, or at any school sponsored activity, and where it is determined by the principal/designee that one or more of the students was/were the aggressor(s), and the remainder was/were the defender(s), the aggressive behavior of the student(s) shall be considered a zero-tolerance offense for which the student(s) will be subject to expulsion procedures as outlined in the Code of Student Conduct and the Fight Intervention Program.
5. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

#### VIII. WEAPONS PROHIBITED

- A. Students must not bring or possess weapons on campus, at any school activity, or on school-sponsored transportation, including designated bus stops. For use in this policy, weapons shall include but not be limited to the following: air rifle, BB or pellet gun, rifle, shot gun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, pocket knife, machete, hypodermic needle(s), laser pointer, brass knuckles, club, nunchakus, razor blade, self-defense sprays (such as mace or pepper gas), sling shot, spear, sword, or any item used with intent to cause bodily harm to another individual.
- B. The principal or designee will immediately contain/remove the student from the class or school campus and investigate the alleged offense. After the investigation has been completed, the principal may complete procedures for suspension for up to five days.
- C. The use and/or possession of a weapon other than a firearm, imitation firearm, or explosive device will result in suspension, expulsion, or other disciplinary action.
- D. All incidents involving weapons will be referred to law enforcement. Willful and knowing possession of these weapons (listed in A above) may be a misdemeanor or third degree felony.
- E. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

#### IX. CERTAIN DRUGS PROHIBITED

- A. The use, distribution, sale and/or unlawful possession of mood modifiers, controlled substances or alcohol on campus, at school activities, or on school-sponsored transportation, including designated bus stops, is strictly prohibited. If, after an investigation, a student has been determined to be in violation of this section, he or she will be referred to the School Board for expulsion.

B. All incidents involving unlawful possession, use or sale of controlled substances, including alcohol, will be reported to law enforcement.

C. With written parent/guardian permission, using Form GCSB 893, a prescribed or nonprescribed medication may be given to a student by authorized school personnel. (See School Board rule 5.62.)

D. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

#### X. PROCEDURES FOR STUDENT TRANSFER-FELONY CHARGES

A. Section 1006.09, Florida Statutes provides for the transfer to an alternative program of a student enrolled at school who:

1. has been formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a prosecuting attorney; and
2. the incident for which he/she has been charged occurred on other than school property, and
3. under circumstances in which the student would not already be subject to the rules and regulations of the Gadsden County Schools; and
4. the incident would have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled.

B. If the principal proposes a felony transfer, he/she will, in accordance with Section 1006.09(2), Florida Statutes, conduct an administrative hearing for the purpose of determining whether or not the student should be assigned to an alternative program pending determination of his/her guilt or innocence, or the dismissal of the charge, by a court of competent jurisdiction. The following procedures shall be followed if the principal proposes a felony transfer.

1. Upon receiving proper notice that a student has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, the principal shall notify the parent/guardian of the student, in writing of the specific charges against the student and of the right to a hearing.
2. Such notice shall set a date for the hearing which shall not be less than two (2) school days nor more than five (5) school days from date of postmark or delivery. It shall also advise the parent/guardian of the conditions under which a waiver of discipline may be granted.\* A hearing can be held without the attendance of the parent/guardian after proper notification.

**\*Waiver of Discipline:**

any pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter F.S. 893, may request a waiver of the discipline code:

- a. If the pupil divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him/her, or if the pupil voluntarily discloses his/her unlawful possession of such controlled substance prior to his/her arrest. Any information divulged which leads to such arrest and conviction is not admissible in evidence in a subsequent criminal trial against the pupil divulging such information, or

- b. If the pupil commits himself/herself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program. Florida Statutes 1006.09.
3. The hearing shall be conducted by the principal, or designee, and may be attended by the student, the parent/guardian, the student's representative or counsel, and any witnesses requested by the student or the principal.
4. The student may speak in his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.
5. In conducting the hearing, the principal/designee shall not be bound by rules of evidence or any other courtroom procedure and no transcript of testimony shall be required.
6. Following the hearing, the principal shall provide the student and parent/guardian with a decision, in writing, as to whether or not student transfer for felony charges will be made, and if so, the effective date of such transfer. In arriving at this decision, the principal shall consider the conditions under which a waiver of discipline may be granted, and may grant such a waiver when she/he determines such action to be in the best interests of the school and the student.
7. If the court determines that the pupil did commit the felony or delinquent act which would have been a felony if committed by an adult, the principal may recommend that the student be expelled. This expulsion, however, shall not affect the delivery of educational services to the pupil in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. (F.S. 1006.09)
8. If a student is convicted or is found to have committed, a felony or a delinquent act, which would be a felony if committed by an adult, regardless of whether adjudication is withheld, participation in interscholastic, athletic, and extra-curricular activities will be withheld.

## **XI. SUSPENSION/EXPULSION**

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school sponsored activities, except as authorized by the principal or principal's designee for a period not to exceed ten (10) school days. During the suspension, the student is remanded to the custody of the parent/guardian with specific homework assignments for the student to complete. Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the School Board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

- A. The principal must follow all procedures for suspensions/expulsions. Only the School Board can expel students.
- B. If a student is suspended or expelled from school, the student will not be allowed to attend any other school or school activity in the district until the time of suspension or expulsion has ended, or the School Board or the Superintendent has assigned an alternative setting. Failure to adhere to this rule could result in the extension of the suspension/expulsion and/or arrest.



C. Computerized records must be kept on all disciplinary actions that involve suspension/expulsion, and alternative placement.

D. The following are procedures for suspension:

1. Before suspending a student, the principal/designee will investigate the alleged offense, giving the student a chance to tell his/her side of the story and obtain written statements from witnesses, if appropriate.

2. When a student is suspended from school, an immediate attempt will be made to contact the parent/guardian(s). The student, the parents/guardians, and the Superintendent will be sent written notice (suspension form) within twenty-four hours.

3. The suspension by the principal may not be for more than ten days. No student will be suspended for more than five days without a school hearing which will adhere to the following procedures:

a. A suspension form will be completed giving the date for the hearing (usually on the third or fourth day of the suspension), and it will also include the time, place, and the purpose for the hearing.

b. The hearing will be video and/or audio taped.

c. The student may bring witnesses to speak for him/her, ask other witnesses questions, and tell his/her side of the story.

d. This hearing should include the student and his/her parent/guardian(s) and may also include teachers, administrators, guidance counselors, school psychologists, and/or others as appropriate.

e. Decisions will be based on the information presented.

f. At the end of the hearing, the principal will tell the student and the parent/guardian(s) verbally and later in writing what he/she has decided to do about the misbehavior. The Principal may extend the suspension up to 10 days.

E. The following are procedures for an expellable offense:

1. When a student commits an expellable offense (see Zero Tolerance Policy), the Principal/Designee investigates. If after the investigation it is deemed necessary to continue the expulsion process, the Principal/Designee notifies:

a. parent/guardian of suspension and sets a hearing date (hand delivered)

b. the District Office

c. ESE, ESOL and School Psychologist (if appropriate)

2. At the school hearing the following will be present:

a. student

b. parent/guardian

c. school personnel

d. district personnel

e. witnesses

f. other appropriate personnel

3. The following guidelines will be adhered to at the school hearing:

a. The Principal/Designee will chair the hearing.

b. All information discussed will be recorded.

c. Everyone involved in the incident may give his/her side of the story.

d. All pertinent information will be discussed including the student's discipline, attendance, and academic records and other significant information such as police and witness reports.

- e. The recommendations of the Principal/Designee may also include, but not be limited to, alternative programs, counseling, community service, drug and rehabilitative treatment centers, extended suspension, and expulsion.
  - f. If expulsion is recommended to the Superintendent, the suspension is extended for a total of 10 days. The parent/guardian is notified of the date of the School Board Meeting.
  - g. The parent/guardian has the right to request a School Board Hearing prior to the School Board Meeting.
4. If the Superintendent concurs with the Principal's decision, he will make a recommendation to the School Board. If the Superintendent does not agree with the expulsion recommendation, the student will be allowed to return to school.
5. All recommendations for expulsion are placed on the School Board agenda for final action. The Superintendent will give to the Board, prior to the School Board meeting, background information on the student. The Board will act upon the recommendation of the Superintendent. The principal making the recommendation for expulsion must be present when the case goes before the School Board.

## XII. CORPORAL PUNISHMENT

Corporal punishment is prohibited.

## XIII. COLLECTION OF EVIDENCE / SEARCH AND SEIZURE

The right of students as citizens to be free from unreasonable search shall be preserved in the schools. However, the principal or designee has the right to collect evidence as necessary to provide for the safe and orderly operation of the school and all of its functions. These may include, but not be limited to, the following measures:

- A. General Search. In all cases of search the responsible school officials shall maintain an accurate written summary of the events surrounding the search incident.
- B. Lockers. Lockers remain the property of the school and are provided to students without charge. The rights of personal property, however, as well as the rights of the school, must be afforded consideration. The school principal or his designee is authorized to open lockers in the presence of another witness and to examine their contents to include personal belongings of students when such person has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of any student or include property stolen from the school personnel or other students. This policy does not preclude administrators from being able to randomly search lockers. Appropriate notices will be posted to this effect.
- C. Personal Search. With reasonable suspicion, the administrator/designee may conduct a personal search of a student. Personal search may include: emptying of pockets, removal of shoes and socks, and removal of jacket. FRISKING AND STRIP SEARCHES ARE PROHIBITED.
- D. Use of Metal Detectors. As part of an overall plan to protect the health, welfare, safety, and lives of students, faculty, staff, and visitors to the public schools, and to enforce provisions of the Code of Student Conduct, metal detectors may be used to scan and screen for firearms, imitation firearms, and other weapons which have no place in public schools due to the fact that they are life threatening, cause bodily harm, and have adverse and disruptive effects on the educational process.

E. Search of Vehicles. Any motor vehicle parked on school property may be searched by the site administrator or designee with reasonable suspicion. Appropriate notices will be posted to this effect.

F. Use of Video Cameras. For the health, welfare, and safety of students, faculty, and staff, video cameras may be used on school buses and in school facilities as appropriate.

G. Drug-Sniffing Dog. In searching for illegal objects or substances in students' lockers or other school areas, a trained drug-sniffing dog may be used. The search procedure shall consist of the following:

1. Contact the Superintendent or his designee for approval.
2. The search will be conducted to avoid contact between students and the dog.
3. Contact the local law enforcement office and obtain a certified officer and a certified drug-sniffing dog, if drugs are suspected.

DRAFT

**CLASSROOM BEHAVIOR MANAGEMENT FORM FOR  
MINOR OFFENSES IN SECONDARY K-12 SCHOOLS**

**STUDENT** \_\_\_\_\_ **I.D.** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**TEACHER** \_\_\_\_\_ **SUBJECT** \_\_\_\_\_ **PERIOD** \_\_\_\_\_

**CIRCLE IF APPLICABLE TO STUDENT: ESE ESOL**

The above student's behavior has been disruptive to the class and inhibits my ability to teach. Specifically, the problem is:

\_\_\_\_\_  
\_\_\_\_\_

As the classroom teacher, I have taken the following steps to correct the problem:

**1st Offense:** An **AFTER-CLASS DISCUSSION** was held on \_\_\_\_\_ with the student regarding the above problem. The student's reaction to the problem and my suggestions for improvement were:

\_\_\_\_\_ **Favorable** \_\_\_\_\_ **Unfavorable** \_\_\_\_\_ **No reaction**

\_\_\_\_\_  
Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

**2nd Offense:** A **FORMAL TEACHER/STUDENT CONFERENCE** was held on \_\_\_\_\_ at \_\_\_\_\_.  
(DATE) (TIME)

The problem was again discussed, and the student was warned that further misbehavior would result in a referral to the office. The student's reaction to my suggestions for improvement were:

\_\_\_\_\_ **Favorable** \_\_\_\_\_ **Unfavorable** \_\_\_\_\_ **No reaction**

**PARENT/GUARDIAN PHONE CONTACT**

(Name and No.) \_\_\_\_\_ was called on \_\_\_\_\_. The parent/guardian was advised of the problems and the steps taken thus far by me to remedy the problem. The parent/guardian's support was requested. Parent/Guardian reaction was:

\_\_\_\_\_ **Positive** \_\_\_\_\_ **Neutral** \_\_\_\_\_ **No reaction**

**3rd Offense:** The following **RESOURCE PEOPLE** were consulted:

A. Department/Team Chairman/Leader: The following recommendation/s was made:

\_\_\_\_\_  
B. Guidance Counselor: The following recommendation/s was made:

\_\_\_\_\_  
C. Other: The following assistance was provided:

**4th Offense: THE PROBLEM PERSISTS:** I request administrative assistance with this student. [Send this form and the student to the office.]

\_\_\_\_\_  
Date/Time Student Sent \_\_\_\_\_ Teacher signature \_\_\_\_\_  
White – Office Yellow – Parent/Guardian Pink – Guidance Gold – Referring Teacher

***COMPONENTS OF ELEMENTARY AND SECONDARY SCHOOLS***

### III. AUTHORITY OF THE SCHOOL BUS DRIVER

- A. The principal/designee gives to the bus driver authority to control students to and from school or on school trips. Any student who misbehaves may be reported to the principal.
- B. The bus driver will not suspend a student from riding the bus, spank a student, or put a student off the bus at any place other than his regular stop. However, if a bus driver has a note from the student's parent/guardian which has been approved by the school, the bus driver may let the student off at another stop. If there is an emergency on the bus because of student behavior, the bus driver must take care of the emergency and protect the students on the bus. The bus driver will immediately report the incident to the proper authority.

### IV. MISCONDUCT ON SCHOOL BUSES

If a student misbehaves on the school bus, the bus driver may report the misbehavior to the principal. The principal may suspend the student from riding the bus for no more than ten (10) school days per offense. Please note: If ESE students do not get a ride to school during the bus suspension, the suspension will count towards the maximum allowable ten (10) day school suspension for the year. If the suspension is for more than five (5) days, a hearing is required. The School Board may change the suspension to an expulsion from the school bus. The student may also be subject to other disciplinary actions which may include suspension or expulsion from school.

## **BUS OFFENSES**

### **MINOR OFFENSES**

- Shouting/loud talking
- Eating / drinking
- Littering
- Holding hand/head outside of the bus

### **Actions To Be Taken**

- **BUS DRIVERS' INTERVENTIONS (use one or more)**
- Conduct a conference with the student.
- Assign a new seat assignment.
- Notify the parents/guardians.
- Write a referral and give it to an administrator.
  
- **ADMINISTRATORS' INTERVENTIONS**
- 1st referral : Notify parents/guardians and have a conference with the student.
- 2nd referral: 1- 3 days off bus
- 3rd referral: 3 days off bus
- 4th referral: 5 days off bus (**Hearing Requested**)

### **MAJOR OFFENSES**

- Being out of seat when bus is in motion
- Using foul language/ racial slurs

- Defacing property
- Throwing objects
- Holding hand/head outside bus while in motion
- Fighting
- Distracting the bus driver with deviant behavior

**Actions To Be Taken By Administrators**

- Restitution is paid by the student/parent/guardian.
- 1st referral: 1-3 day off bus
- 2nd referral: 3-5 days off bus
- 3rd referral: 5 days off bus
- 4th referral: 5 days off bus (**Hearing Requested/expulsion considered**)

The student may also be subject to other disciplinary actions which may include suspension or expulsion from school.

**ZERO TOLERANCE ON THE BUS**

- Threatening/assaulting the driver
- Possessing weapons
- Possessing/using drugs/alcohol

**ZERO TOLERANCE OFFENSES**

————— **Refer to the Gadsden County School District Code of Student Conduct.** —————

**STUDENT DRESS CODE**

-

DRAFT

**DOCUMENTATION NEEDED TO PROCESS STUDENT  
REFERRALS FOR ELEMENTARY SCHOOLS**

FROM THE OFFICE OF ADMINISTRATION

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

TO: \_\_\_\_\_

CHECK ONE

Documentation Needed (~~see response below~~)

Recommendation Issued (~~see response below~~)

Send a **completed** Pre-Referral Form

Handle the disciplinary action at grade level.

Send **Level One** documentation forms with the referral.

Send a **completed** Guidance Referral Form.

Need additional information

Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you,

\_\_\_\_\_



**DOCUMENTATION NEEDED TO PROCESS STUDENT  
REFERRALS FOR SECONDARY SCHOOLS**

FROM THE OFFICE OF ADMINISTRATION

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

TO: \_\_\_\_\_

CHECK ONE

Documentation Needed (see response below)

Recommendation Issued (see response below)

\_\_\_\_\_ Send a ~~completed~~ Classroom Behavior Management Form

\_\_\_\_\_ Handle the disciplinary action at grade level.

\_\_\_\_\_ Send **Class I** documentation forms with the referral.

\_\_\_\_\_ Need additional information

\_\_\_\_\_ Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ Thank you,  
\_\_\_\_\_

**GLOSSARY OF  
STUDENT DISCIPLINE REFERRAL TERMINOLOGY**

**Abuse of property/minor vandalism** - to use wrongly or improperly, or to maltreat any school equipment or property

**AGGRAVATED BATTERY** - Intentionally or knowingly causing great bodily harm, permanent disability, or permanent disfigurement or using a deadly weapon while committing a battery.

**Alcohol possession, use, sale, storage, or distribution** - having on one's person or within one's personal property or under one's control by placement of and knowledge of the whereabouts or reasonable belief that one has assimilated, or reasonably appears, in the judgment of appropriate school officials, to be under the influence of any alcoholic substance

**Armed robbery** - the taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear; with the use of a firearm, imitation firearm, or other deadly weapon

**Arson** - to willfully and unlawfully, or while in the commission of any felony, by fire or explosion, damage or cause to be damaged: any dwelling, whether occupied or not, or its contents; any structure, or contents thereof, where persons are normally present; and any other structure that the person knew or had reasonable grounds to believe was occupied by a human being

**Articles disruptive to school** - to possess, display or use anything that is disruptive to the general peace and welfare of a school center, school bus, or a school sponsored activity

**ASSAULT** - an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so which creates a well-founded fear in such other person that such violence is imminent. (F.S. 784.011)

**Assault on school board employee** - any intentional, unlawful threat, by word or act, to do violence to a school board employee, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent

**Attempted criminal act against a person** - any person who attempts to commit, or who solicits another to commit, or who agrees, conspires, combines, or confederates with another person or persons to commit the offense of a battery against another person or persons, and in such attempt does any act toward the commission of such offense, but fails in the perpetration or is intercepted or prevented in the execution of the offense

**Battery (Aggravated)** - intentionally or knowingly causing great bodily harm, permanent disability, or permanent disfigurement or using a deadly weapon while committing a battery

**Battery or aggravated battery on a school board employee** - a battery or aggravated battery on any elected official or school district employee whether it is committed on school property, on school sponsored transportation, during a school-sponsored activity or while the elected official or employee is on official school business

**Bomb threat** - intentionally making a false report to any person concerning the placement of any bomb, dynamite, explosive, or arson-causing device

**Breaking and entering/burglary** - the unlawful entry into a building or other structure with the intent to commit a crime

**BULLYING** - Systematically and chronically inflicting physical hurt or psychological distress on one or more students, or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- a. Unwanted teasing;
- b. Social Exclusion;
- c. Threatening;
- d. Intimidation;
- e. Stalking;
- f. Cyberstalking;
- g. Cyberbullying;
- h. Physical violence;
- i. Theft;
- j. Sexual, religious, or racial harassment;
- k. Public humiliation;
- l. Rumor or spreading falsehoods; or
- m. Destruction of school or personal property.

**Bully**—a person who uses power (physical, verbal, or psychological) in a willful manner with the aim of hurting another individual repeatedly

**Bus disruption** - behavior that disrupts and/or distracts the driver from safely operating the school bus

**Cheating (copying work of another, using materials not authorized to use** - copying of anyone else's work or cheating on any test or assignment

**Chemical/hazardous material** - Any chemical compounds or dangerous materials that may be used to cause harm or vulnerability to any person(s).

**Computer misuse/inappropriate use of e-mail/internet** - the inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying, or destroying files without permission, illegally copying software, and entering or distributing or printing unauthorized files; accessing or entering unauthorized internet sites; distributing inappropriate electronic messages

**Confrontation/tussle** - a verbal confrontation, struggle, or scuffle involving more than one person; pushing, shoving, pulling, etc. that has the propensity to escalate into a fight

**Contraband, non-criminal** - possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, portable cellular telephones, etc.; these will be confiscated

**CORPORAL PUNISHMENT** - Paddling by the principal/designee on the student's buttocks.

**Criminal assault on a student/person** - any intentional, unlawful threat, by word or act, to do violence to another person, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent

**Criminal battery on a student/person (non-School Board Employee)** - an actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual, including child abuse; the malicious and unprovoked physical attack by an aggressor upon another person

**DESTRUCTIVE DEVICE** - A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage (F.S. 790.001(4)).

**Disobedient/open defiance/insubordination** - refusal or failure to obey, marked by resistance to authority; the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority

**Disobeying rules on the school bus** - violation of the posted or written rules of conduct for the bus that is not necessarily a disruptive behavior; e.g.: not in assigned seat, eating or drinking on the bus

**Disorderly conduct/disruption of school** - any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others

**Disrespectful language** - written or verbal remarks or gestures that show a lack of respect, rudeness or are inappropriate; The use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons

**Disruptive behavior** - behavior by its nature disrupts the educational process, but is not criminal.

**Disruptive play** - non-confrontational activity that is not appropriate in a school setting and is disruptive to the educational process; engaging in rowdy, rough behavior that interferes with the safe and or purposeful order of a school; e.g.: horseplay, chasing another student in the hallway of classroom, etc.

**Dress code violation** - to dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety; violations of the school dress code

**Drug paraphernalia use, sale, storage, or distribution** - to possess, use, sale, store, or distribute any equipment, device, or equipment used for the purpose of preparing or taking drugs

**Drugs represented as drugs/imitation, use, storage, or possession** - to store, possess, purchase, use, or be under the influence of any mood modifying substance and/or dangerous substance including, but not limited to, marijuana, hallucinogens, inhalants, as well as any substance represented to be an illegal substance, such as designer drugs, or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substance while on school property or jurisdiction of the school district

**DUE PROCESS** - A student has the right to a fair, reasonable, and impartial hearing for a broken or disobeyed rule. [F.S 1006.07]

**EXPLOSIVE (F.S. 790.001 (5))** - any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators; but not including:

(a) Shotgun shells, cartridges, or ammunition for firearms;

(b) Fireworks as defined in s. 791.01(4)(a); means and includes any combustible or explosive composition or substance or combination of substances or, except as hereinafter provided, any article prepared for the purpose of

producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance.

(c) Smokeless propellant powder or small arms ammunition primers, if possessed, purchased, sold, transported, or used in compliance with F.. 552.241;

**Explosive devices possession, use, sale, or distribution (not firecrackers, fireworks)** - an explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators

**EXPULSION** - Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance. Expulsion can also mean alternative placement.

**Extortion/blackmail/coercion** - the use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money

**EXTRACURRICULAR** - any school-authorized or education-related activity occurring during or outside the regular instructional school day. [F.S. 1006.15]

**Failure to comply with class/school rules** - violation of specified posted or written school or class rule that is not necessarily a disruptive behavior; e.g.: repeatedly chewing gum, repeatedly tardy for class, etc.

**False fire alarm/911 call** - whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise makes or circulates, or causes to be made or circulated, a false alarm of fire or 911 call

**FALSE REPORT INVOLVING SCHOOL, SCHOOL PERSONNEL'S PROPERTY, SCHOOL TRANSPORTATION OR SCHOOL SPONSORED ACTIVITY** - Making a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive.

**Fighting** - mutual participation in a hostile, physical encounter; mutual participation in an altercation involving physical violence

**FIREARM** - means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime. [F.S. 790.001(6)]

**\*FIREARM, POSSESSION, USE, OR SALE OF** - Possession, use, or sale of any firearm, imitation firearm, on school property, school-sponsored transportation or during a school-sponsored activity. A firearm, imitation firearm, is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. [F.S. 790.001(6)]

**Fireworks/firecrackers** - possession, use, sale, storage, or distribution of fireworks or firecrackers or associated devices

**Forgery of a document or signature** - to fashion or reproduce for fraudulent purposes

**Gambling** - one who participates in games of chance or skill for money or profit

**GRIEVANCE PROCEDURE** – The process of filing appropriate forms resulting from a complaint filed by a student. Forms may be obtained from the principal.

**HARASSMENT** - Any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school.

**Homicide/murder** - the unlawful killing of a human being; and manslaughter – the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification

**ILLCIT DRUG** – A drug not allowed by law, custom, rule, etc.

**IMITATION FIREARM** – Any toy gun, replica of a firearm, air-soft gun that fires nonmetallic projectiles, or other device that is so substantially similar in coloration and overall appearance to a firearm.

**Inappropriate activity** - any activity that is disruptive and/or inappropriate in a school setting that does not fit into another category

**Intentionally striking a staff member intervening in a fight** - intentionally striking or violently struggling with a staff member intervening in a fight or confrontation

**Kidnapping or abduction** - forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against their will and without lawful authority, with intent to hold for ransom or reward or as a shield or hostage; commit or facilitate commission of any felony; inflict bodily harm upon or to terrorize the victim or another person

**Leaving School Grounds without permission** - unauthorized leaving of the school grounds

**Lying/misrepresentation** - intentionally providing false or misleading information to, or withholding valid information from a school staff member

**Motor vehicle theft** - theft or attempted theft of a motor vehicle; anything that is self-propelled

**Obscene, lewd, or inappropriate act** - the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting

**Other potentially dangerous weapons/items** - any instrument or object, other than firearms or knives, deliberately used to inflict harm on another person, or used to intimidate any person

**Out of Assigned Area** - out of assigned area without permission and/or in a restricted access area without permission

**PERMISSIBLE ABSENCE** - An absence which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstance. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. Work missed may be made up by the student.

**Petty theft/stealing 1 (\$0-\$10)** - the unlawful taking, carrying, or lending of property less than \$10.00 in value from the possession or constructive possession of another person

**Petty theft/stealing 2 (\$10 -\$25)** - the unlawful taking, carrying, lending, or riding away of property more than \$10, but less than \$25 in value from the possession, or constructive possession of another person

**Petty theft/stealing 3 (\$25-\$50)** - the unlawful taking, carrying, lending, or riding away of property more than \$25, but less than \$50 in value from the possession, or constructive possession of another person

**Physical aggression (not involving law enforcement)** - the intentional physical aggression of one party against another person such as pushing, punching, or striking

**Plagiarism** - The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words or allowing one's own personal work or homework to be copied

**Possession/use of tobacco products** - possession, use, sale, storage, or distribution of tobacco products on school district property

**Profane/obscene language** - abusive, profane, obscene, or vulgar language (verbal, written, or gestures) or conduct in the presence of another person

**PROHIBITED ITEMS** - An item prevented by law or by an order.

**Public display of affection** - engaging in overtly amorous contact or language not appropriate in a school setting

**Robbery** - the taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and /or by putting the victim in fear

**Sexual battery (attempted or actual forcible penetration)** - forced- oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object

**Sexual harassment** - any slur, innuendo, or other physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational work environment; has the purpose or effect of unreasonably interfering with an individual's work or school performance or participation; or otherwise affects an individual's educational opportunities; sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

**Sexual misconduct** - engaging in a sex act or physical conduct of a sexual nature; the unlawful sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent

**Stealing more than \$50** - the unlawful taking, carrying, leading, or riding away of property more than \$50, in value from the possession or constructive possession of another person or entity (meaning school)

SUSPENSION - Removal of students from their regular school program for a period not to exceed 10 school days. Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy.

**Tardiness, Habitual** - consistently late to class or school

TEAR GAS GUN OR CHEMICAL WEAPON OR DEVICE - any weapon of such nature, except a device known as a "self-defense chemical spray." "Self-defense chemical spray" means a device carried solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical. [F.S. 790.001(3)(b)]

THREAT AGAINST SCHOOL, SCHOOL PERSONNEL'S PROPERTY, SCHOOL TRANSPORTATION OR SCHOOL SPONSORED ACTIVITY - Threatening to throw, project, place, or discharge any destructive device with intent to do bodily harm.

**Threat, non-criminal** - a threat (less serious than assault) by word or act to do violence to another person or his/her property; e.g.: "You better watch your back", "I'm going to get you after school."

**Trespassing** - to enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, employees not required by their employment to be at the particular location; and unauthorized persons who enter or remain on campus or school district facility or sponsored activity after being directed to leave

**Truancy/Unexplained Absence** - An absence from class or school that the reason or excuse is inadequate or does not meet the criteria for an excused absence

**Unauthorized possession or use of prescription medication** - to possess, use, sell, store, or distribute or be under the influence of any substance which requires a physician's prescription, or any over-the-counter medication without parent/guardian approval and school notification

**Unauthorized sale/distribution of materials (non-criminal)** - unauthorized selling or distributing of materials not generally considered illegal; e.g.: candy

UNEXCUSED ABSENCE - An absence which does not have the approval of the school, or which is due to disciplinary action against the student. Ordinarily, in such case, the work missed may not be made up by the student for credit.

**Unintentionally striking a staff member intervening in a fight** - unintentional striking or violently struggling with a staff member intervening in a fight or confrontation

**Unknown weapon possession** - type of instrument or object unknown at the time of the report

**Unserviced detention (extended)** - unexcused absence from a scheduled extended detention

**Unserviced detention (regular)** - unexcused absence from a scheduled regular detention

**Unserviced detention (Saturday)** - unexcused absence from a scheduled Saturday detention

**Use of intoxicants** - the inappropriate use of intoxicants, including but not limited to, glue, solvents, butane, and whipped cream, for the purpose of obtaining a mood-modifying experience



**Vandalism more than \$100 (includes time and labor)** - the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This includes graffiti.

**WEAPON** - A weapon may be, but is not limited to, any firearm, imitation firearm, any explosive or destructive device, any knife, razor blade or box cutter, any dirk (dagger), metallic knuckles, slungshot (a small mass of metal, stone, sand, or similar material fixed on a flexible handle, strap, or the like, used as a weapon.), billie [billie (also spelled billy) club, night stick, a stick of less than arm's length, usually made of wood, plastic, or metal], tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife [F.S. 790.001(13)] or any item used with intent to cause bodily harm to another individual.

**Weapon/knife possession** - the possession of any knife that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switch blade knives, and common pocket knives or any item used with intent to cause bodily harm to another individual.

DRAFT

**LETTER OF ACKNOWLEDGMENT  
FOR STUDENTS**

**PLEASE SIGN THIS FORM AND RETURN IT TO THE OFFICE OF THE PRINCIPAL.**

---

**FOR STUDENTS**

~~I have received a general overview and specific instructions on the contents of the Gadsden County School Board's Code of Student Conduct and the Gadsden Positive Student Management Discipline Plan.~~

~~I understand that if I commit or cause any criminal act using any wireless communication device while on school grounds or at any school function, I am subject to disciplinary action by the Gadsden County School Board (F.S. 1006.07).~~

~~For each course in which the student has four (4) unexcused absences, that are not for one of the legitimate purposes as described in this Code, a grade of "F" will be assigned for that grading period.~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Signature of Student**

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

\_\_\_\_\_  
\_\_\_\_\_  
**School**

~~[If student is in a primary program and is unable to write his/her name, the teacher may sign the student's name and must initial his/her (the teacher) name.]~~

**LETTER OF ACKNOWLEDGMENT  
FOR PARENTS/GUARDIANS/GUARDIANS**

**PLEASE SIGN THIS FORM AND RETURN IT TO THE OFFICE OF THE PRINCIPAL.**

**FOR PARENTS/GUARDIANS/GUARDIANS**

~~I have received a copy of the Gadsden County School Board's Code of Student Conduct and the Gadsden Positive Student Management Discipline Plan.~~

~~I understand that if my child commits or causes any criminal act using any wireless communication device while on school grounds or at any school function, he/she may be subject to disciplinary action by the Gadsden County School Board (F.S. 1006.07).~~

~~For each course in which the student has four (4) unexcused absences, that are not for one of the legitimate purposes as described in this Code, a grade of "F" will be assigned for that grading period.~~

\_\_\_\_\_  
\_\_\_\_\_  
**Signature of Parent/Guardian**

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

\_\_\_\_\_  
\_\_\_\_\_  
**Student's Name**

**Gadsden County Public Schools  
2010-2011 Student Calendar (180 days)**

**August 2010**

23 — 1<sup>st</sup> day of school for students

**September 2010**

6 — Labor Day

**October 2010**

11-22 — FCAT Retakes

21 — End 1<sup>st</sup> grading period (43 days)

22 — Student Holiday

25 — Begin 2<sup>nd</sup> grading period

**November 2010**

11 — Veterans Day Observed

19 — Student Holiday

24 — Student Holiday

25-26 — Thanksgiving Holiday

**December 2010**

15-17 — High School Semester Exams

— Early Dismissal

20-31 — Winter Break

**January 2011**

3 — Winter Break continued

4 — Students Return

5 — End 2<sup>nd</sup> grading period (37 days)

— End 1<sup>st</sup> semester (80 days)

6 — Begin 3<sup>rd</sup> grading period

— Begin 2<sup>nd</sup> Semester

17 — Martin L King Day

**February 2011**

21 — Student Holiday

**March 2011**

1-4 — FCAT Writing (Grades 4, 8 and 10)

17 — End 3<sup>rd</sup> grading period (49 days)

18 — Student Holiday

21-25 — Spring Break

28 — Begin 4<sup>th</sup> grading period

30-31 — FCAT SSS Reading & Math Retakes  
(Grades 11 Adult)

**April 2011**

1-6 — FCAT SSS Reading & Math Retakes  
(Grades 11 Adult)

11-22 — FCAT SSS Reading & Math (Grades  
3-10)

— FCAT SSS Science (Grades 5, 8 and  
11)

**May 2011**

30 — Memorial Day

**June 2011**

3-7 — High School Final Exams

— Early Dismissal

7 — End 4<sup>th</sup> grading period (51 days)

— End 2<sup>nd</sup> Semester (100 days)

— Last day of school

# 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

June 28, 2011

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

Dear School Board Members:

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

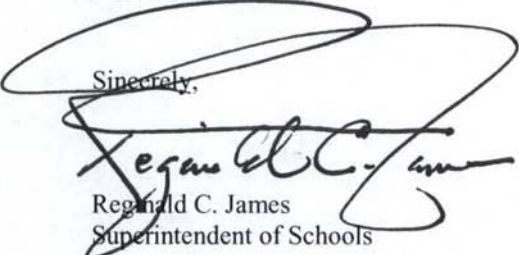
**Item 6A Instructional and Non-Instructional Personnel 2010/2011**

**Item 6B Instructional Personnel 2011-2012**

The following reflects the total number of full-time employees in this school district for the 2010/2011 school term, as of June 28, 2011.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees June 2011</u>
Classroom Teachers and Other Certified Administrators	120 & 130	466.25
Non-Instructional	110	51.75
	150, 160, & 170	<u>413.00</u>
		931.00

Sincerely,

  
Reginald C. James  
Superintendent of Schools

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

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

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

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

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

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

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

**RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Keaton, Annie	Transportation	Bus Driver	06/07/2011
Strong, Kenneth	WGHS	Teacher	06/10/2011

**AGENDA ITEM 6B, INSTRUCTIONAL PERSONNEL 2011/2012**

**Administrative**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Location</u></b>	<b><u>Effective Date</u></b>
Kirkland, Earnest	Principal	CPA	July 1, 2011
Thomas, Kimball	Principal	EGHS	July 1, 2011
West, Pauline	Principal	WGHS	July 1, 2011

**INSTRUCTIONAL  
CONTINUING CONTRACT**

Jones, Lena (DROP ending 10/2011)

**PROFESSIONAL SERVICES**

Boykin, Kathryn      Wellborn, Deborah\*  
Graf, Jeannie

\*Correction-on June 14, 2011 Board Letter as Annual Contract

**ANNUAL CONTRACT**

Alcoseba, Jenifer	Dantzler, Heath
Ali, Rosita	Paris, Natachia
Clary, Kamilah	Fuller, Corey
Gholson, Barbara	Stokes, Maurice
Hill, Kecia	White, Burnell
Hoatson, William	Girffin, Edgar
Lawson, Sandra	Hutley, Shereka
Lightfoot, Erica	Kelly, Kareem
O'Neal, Whitney	James, Anthony

**NON-INSTRUCTIONAL**

**Education Paraprofessional**

**Permanent Status**

Akins, Tisher	Patel, Dina
Anderson, Robert	Pete-Brown, Shannon
Basford, Marilyn	Peterson, Brenda
Battle, Joanne	Poythress, Carolyn
Beavers, Martha	Pringley, Giselda
Blocker, Wanda	Riggins, Larissa
Bouie, Veronica	Roberts, Jerry
Bradwell-Conyers, Maggie	Robinson, Laquitta
Brinson, William	Russ, Lesa
Bush, Anne	Sanders, Valorie
Childress, Melinda	Sailor, Barbara
Clark, Clarine	Shaw-Hall, Laticia
Clove, Hazel	Smith, Barbara
Davis, Sharon	Taylor, Ayonna
Faison, Evelyn	Tucker, Peggy
Fields, Delores	Thompson, Felecia
Fields, Dorothy	Williams, Elizabeth
Fields, Sandra	Williams, Gloria
Formman, Keyshonara	Williams, Thahaya
Gordon, Elouise	Wright, Shandra
Green, Floria	Wynn, Vira
Harris, Betty	Young, Maria
Harrison, Noah	
Herring, Cynthia	
Hunter, Valarie	
Hutley, Terry	
Jackson, Tameshia	
Jones, Hasan	
Kenon, Cynthia	
Kincy, Carol	
Lewis-Safford, Debra	
Maxwell, Janice	
McGriff, Jennifer	
McSwain, Gloria	
Miller, Rosa	
Munroe, Sonja	
Pace, Josephine	

**ESE Self Help Assistants**

**Permanent Status**

Ford, Sarah  
Jackson, Patricia  
Williams, Retha

**School Level Secretaries, Assistant Secretaries, Clerical Assistants and Office Managers**

**Permanent Status**

Garcia, Mayra  
Herring, Regina  
Kelly, Deborah  
Lanier, Kathleen  
Stauffer, Tommee

**School Level Secretaries, Assistant Secretaries, Clerical Assistants and Office Managers**

**Annual Status**

Barkley, Velma  
Barksdale, Melissa  
Battles, Tamika  
Bryant, Cametra  
Dupont-Sailor, Natalie  
Enzor, Blondell  
Fitzgerald, Marsha

Hale, Desmona  
Hall, Brenda  
Hammelman, Jane  
Hannah, Brittani  
Harley, Donzellar  
Harrell, Frances  
Harris, Irene

Hayes, Andrea  
Hughes, Ida  
Kenon, Janice  
Kennedy, Levetrice  
Lanier, Mary  
Lee, Gorgelyn  
Malone, Frankie

McGriff, Shalanda  
Rittman-Jackson, Debra  
Salais, Lorianne  
Shaw-Robinson, Antonita  
Spates, Carla  
Thomas, Leneatris

**Custodians and Custodial Staff**

**Permanent Status**

Alexander, Estelle  
Bethea, Robert  
Betsey, Antwan  
Brown, Willie  
Bryant, Terry  
Copeland, Bridget  
Denson, Lillie  
Favors, John  
Fitzgerald, Dorlean  
Glover, Mattie  
Gordon, Stenet  
Hatten, Ellanor  
Hatten, Henry  
Herring, Leroy  
Johnson, William  
Jones, Marion  
Kenon, Geraldine  
Kirkland, Juan  
Lee, Katherine  
Lee, Willie  
Leverson, Shirлие  
Lynn, Faye  
Mitchell, Alice  
Monroe, Lisa  
Moore, Joann  
McCall, Barbara  
McCall, Isaac  
McCloud, Estella  
Oliver, Clifford  
Pete, John  
Reed, Willie  
Robinson, Lamar  
Seymore, David  
Smith, Ronnie  
Smith, Rosetta  
Spencer, Remel  
Turner, Michael  
Walker, Cedric  
White, Danny  
Williams, Sharon  
Winbush, Latoya  
Wimbush, Randall  
Wynn, Vira

**Annual**

Hayes, Charles  
McMillan, Tarwin  
Peters, John  
Sanders, Sylvia  
Sharp, Ronald  
Stevens, Derrick  
Williams, Mary  
Young, Andre

**Food Service Workers**

**Permanent Status**

Akins, Delores  
Brinkley, Patricia  
Brown, Betty  
Carroll, April  
Chandler, Annie  
Clemons, Christopher  
Cogman, Hattie  
Coster, Earnestine  
Davenport, Mary  
Denson, Ruby  
Deshazier, Toby  
Garrett, Dianna  
Golden, Helen  
Hartsfiled, Diane  
Hurchins, Felix  
Jackson, Jerry  
Jones, Martha  
Jones, Morhonda  
Jones, Renita  
Jordan, Melissa  
McMillan, Gwendolyn  
Mitchell, Jennifer  
Pugh, Chrishaunda  
Reglin, Earnestine

**Permanent**

**SFS Workers cont'd**

Roberts, Carolyn  
Robinson, Demaro  
Russ, Donella  
Shaw, Marvin  
Smith, Altamease  
Smith, Machelie  
Spear, Mary  
Starling, Betty  
Thigpen, Dexter  
Victor, Inez  
Walker, Andrew  
Williams, Pamela

**Food Service Managers**

**Annual Status**

Alday, Deborah  
Brown, Bettye  
Brown, Debra  
Butler, Regina  
Chavers, Lisa  
Chestnut, Adrienna  
Fitzgerald, Brenda  
Fleming, Linda  
Jackson, Renesha  
Roberts, Catherine  
Sailor, Linda  
Youmas, Joann

**Food Service Workers**

**Annual Status**

Donald, Irene  
Eggleton, Alfred  
Hamilton, Bryan  
Jackson, English  
Johnson, Bennie  
Parker, Makeith  
Roberts, Sharon  
Williams, Jimmy  
Wynn, Cedric



**Maintenance**  
**Permanent Status**

Britt, Tony  
Cox, David  
Davis, Rashaude  
Grubb, Terry  
Harris, Terry  
McIntyre, Harold  
Pride, Michael  
Smith, Shannon  
Smith, William  
Tyus, James  
Yon, Dennis

**Maintenance**  
**Annual Status**

Burdick, Johnnie  
Cloud, Keith  
Lewis, Kimmie  
O'Donnell, Amy  
Rutten, Mary  
Sherman, Ricky

**Bus Drivers**  
**Permanent Status**

Austin, Tony  
Black, Edwin  
Blake, Randolph  
Bostick, Amos  
Brewington, Earnestine  
Brown, Elizabeth  
Brown, Linzell  
Butler, Linda  
Cannon, Steven  
Carr, Emma  
Coster, Linda  
Cummings, Bernice  
Davis, Tyrone  
Ealey, Geraldine  
Evans, Keysha  
Gammon, Odis  
Gavin-Brown, Dorothy  
Goldwire, Cynthia  
Goldwire, Lalisa  
Gordon, Billy  
Hadley, Jennifer  
Herring, Julia  
Holloman, Sharon  
Huggins, Terryl  
Jackson, Eva  
Johnson, Arcedra  
Jones, Regina  
Kenon, David  
Knight, Homer  
Lanier, Milton  
Lanier, Tron  
Lewis, Shelia  
Mabry, Valyette  
Maynor, Charlie  
McCray, Wanzella  
McNealy, Earlest  
McNealy, Nathaniel  
Melton, Jean  
Milton, Dorothy  
Moore, Johnny

**Bus Drivers cont'd**

Paul, Charleston  
Ross, Martha  
Shaw, Jacqueline  
Walker, Amy  
Woods, Lucy

**Bus Drivers**  
**Annual Status**

Anderson, James  
Barkley, Jesse  
Betton, Gary  
Card, Stanley  
Causey, Brenda  
Dudley, Zack  
Edwards, Mary Ann  
Hightower, Richard  
Hutley, Carlos  
Leverson, Charles  
Porter, Kendrick  
Rittman, Joe  
Wiggins, Mimi  
Wright, King

**Bus Attendants**  
**Permanent Status**

Davis-Sweet, Eva  
Gilbert, Carolyn  
Harris, Darlene  
Herring, Ira  
Isaac, Mack  
Jackson, Rosemary  
Jackson, Sharon  
Jean-Baptiste, Aridean  
Jessie, Cassandra  
Lee, Betty  
Lewis, Barbara  
Lightfoot, Lessie  
Miller, Mary  
Robinson, Kenneth  
Scott, Hope  
Smart, Earie  
Walker, Dorothy  
Wilson, Renesia

**Bus Attendants**  
**Annual**

Alexander, Alynwood  
Bailey, Gaynell  
Edwards, Vernita  
Henry, Avonnette  
Lewis, Louise  
McGill, Henry  
Hinson, Jeannette

**Transportation**  
**Permanent Status**

Gleaton, Sandra  
Jordan, Horace  
Lewis, Rogers  
Moore, H. Gerard  
Rodriquez, Carlos  
Shepherd, James  
Taylor, Jimmy  
Wimmer, Robert

**Transportation Cont'd**

**Annual Status**  
Anderson, Deborah  
Dorsey, James  
Peddie, Maurice

**Part Time**  
Ivey, Arthur

**PreK**  
**Permanent Status**

Anzualda, Sara  
Bridges, Joan  
Fields, Barbara  
Gammon, Julia

**PreK**  
**Annual Status**

Austin, Cathy  
Hardwick, Brenda  
Henderson, Judy  
Jackson, Christa  
Jones, Curtis  
McCall, Carolyn  
McPherson, Gloria  
Thomas, Jeanette  
Turrall, Linda  
Williams, Mary

**District Personnel**  
**Permanent Status**

Anderson, Rudolph  
Bronson, Margaret  
Francis, Lealer  
Johns, Peggy

**District Personnel**

Akins, Cedric  
Alday, Shirley  
Anderson, Millie  
Ash, Octavia  
Beamon, Patricia  
Bentley, Susan  
Black, Rutha  
Brock, Mary  
Brown-Byrd, Stephanie  
Butler, Jane  
Carter, Rita  
Davis, Mary  
Davis, Melanie  
Donald, Helene  
Ellison, Cheryl  
Engling, Diana  
Farlin, Anthony  
Geathers, Amanda  
Gilcrease, Sharon  
Griffin-Rittman, Benita  
Hamilton, Denise  
Hannah, Denise  
Henry, Felita  
Howell, Amy  
Jackson, Rolanda

**Technology Specialist**

Deemer, Kenneth  
Holton, Jerrod

**Job Development**  
**Counselor**

Farmer, Margaret  
Lewis, Kourtney

**Program Specialist**  
**Law Enforcement**

Hall, Delwyn

**District Cont'd**

James, Bruce  
Kent, Joseph  
Kimble, Joann  
Marshall, Ethel  
Martin, Dana  
Mathlin, Charlene  
McCall, Wanda  
McGriff-West, Anna  
Milton, Paula  
Palmer, Caroline  
Perkins, Kimberly  
Robinson, Sandra  
Suber, Angela  
Thompson, Elizabeth  
Wiggins, Sheantika  
Youmans, Darlean

**Administrators**

Beckwith, Shaia  
Blitch, William  
Bridges, Sonja  
Bulger, Evonski  
Davis, Allysun  
Denson, Valencia  
Dixon, Abbye  
Dowdell, Keith  
Ellis, Juanita  
Franklin, Michael  
Frazier-Lee, Laronda  
Gaines, Rebecca  
Gay, Gerald  
Harden, Carolyn  
Harris, Annette  
Hightower, Pink  
Jackson, Delshuana  
Jackson, Hilda  
Jackson, Sylvia  
Jackson, Willie  
Key, Elijah  
King, Melanie  
Knight, Sarah  
Lewis, Audrey  
Lewis, Joe  
Nash, Beverly  
Pace, Joseph  
Peterson, Ronald  
Pitts, Stephen  
Pouncey, Kathryn  
Rackley, Debra  
Raynak, Rose  
Richardson, Curtis  
Robinson, Lisa  
Shepard, Robert  
Smith, Rosalyn  
Starling, Erica  
Thomas, Sharon  
Walker, Ida  
Williams, Iris  
Williams, Parrish  
Wood, Bonnie  
Wynn-Viegbesie, Diane

**JROTC**

Duddey, Jaron  
Kerrison, Jerome  
Liptrot, William  
Lubbers, John