

AGENDA

REGULAR SCHOOL BOARD MEETING

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

July 27, 2010

Immediately Following Tentative Budget Hearing at 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. June 28, 2010, 4:30 p.m. – School Board Workshop
 - b. June 29, 2010, 4:30 p.m. – School Board Workshop
 - c. June 29, 2010, 6:00 p.m. - Regular School Board Meeting
 - d. July 2, 2010, 9:00 a.m. – Special Board Meeting
 - e. July 6, 2010, 6:00 p.m. – Special Board Meeting
 - f. July 13, 2010, 6:00 p.m. – Special Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) – **SEE PAGE #5**
 - a. Personnel 2009 – 2010
ACTION REQUESTED: The Superintendent recommends approval.
 - b. Personnel 2010 – 2011
ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

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

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

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Forty-One – **SEE PAGE #15**

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

ACTION REQUESTED: The Superintendent recommends approval.

- c. Resolution for Flexibility in State Funds – **SEE PAGE #21**

Fund Source: General Fund
Amount: \$300,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Resolution for Holding a Referendum Election for Critical Needs Millage
SEE PAGE #23

Fund Source: General Fund
Amount: Dependent Upon Assessed Valuation and FEFP Funding in
Subsequent Years

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Memorandum of Agreement Between Redlands Christian Migrant Association (RCMA) Head Start and Gadsden County School Board – **SEE PAGE #32**

Fund Source: FEFP Dollars for Therapy Provided to Identified Children
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Contract with Soliant Health – **SEE PAGE #37**

Fund Source: FEFP
Amount: \$58.00 per hour

ACTION REQUESTED: The Superintendent recommends approval.

- c. Contracted Services with Speech/Language Pathologist Joy Scharein & The Gadsden County School Board – **SEE PAGE #39**

Fund Source: FEFP dollars
Amount: \$63,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Contract with Independent Contractor (Music Therapist) – **SEE PAGE #43**
Fund Source: IDEA
Amount: \$19,000.00
ACTION REQUESTED: The Superintendent recommends approval.
- e. Vision Services for Exceptional Students – **SEE PAGE #45**
Fund Source: FEFP Dollars
Amount: \$32,500.00 (est.)
ACTION REQUESTED: The Superintendent recommends approval.
- f. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board - **SEE PAGE #49**
Fund Source: IDEA – Federal Funded
Amount: \$58,800.00 for Ten Months (\$5,880.00 per month)
ACTION REQUESTED: The Superintendent recommends approval.
- g. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board (Head Start/PreK) **SEE PAGE #55**
Fund Source: IDEA – Federal Funded
Amount: \$7,200.00 for twelve months (\$600.00 per month)
ACTION REQUESTED: The Superintendent recommends approval.
- h. Medicaid Administrative Claiming – **SEE PAGE #61**
Fund Source: Medicaid
Amount: Amount billed each month by approved staff
ACTION REQUESTED: The Superintendent recommends approval.
- i. Agreement with Florida Solar Energy Center for East Gadsden High and Havana Middle School – **SEE PAGE #68**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
- j. Memorandum of Agreement with Gadsden County Health Department **SEE PAGE #77**
Fund Source: General Fund
Amount: \$100,100.00
ACTION REQUESTED: The Superintendent recommends approval.

- k. Memorandum of Understanding Between the Gadsden County Classroom Teachers Association and the Gadsden County School District
SEE PAGE #82

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- l. Head Start/PreK Program Improvement Plan – **SEE PAGE #86**

Fund Source: Head Start/PreK
Amount: \$0.00

ACTION REQUESTED: The Superintendent recommends approval.

- m. Gadsden County School Board Head Start 2010 – 2011 Refunding Application – **SEE PAGE #97**

Fund Source: Head Start
Amount: \$2,028,014.00

ACTION REQUESTED: The Superintendent recommends approval.

9. BIDS

- a. Roof Bid for Building #8 at Havana Elementary - **SEE PAGE #168**

Fund Source: 378
Amount: \$20,750.00

ACTION REQUESTED: The Superintendent recommends approval.

10. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Transfers – see back-up material

Case #91-0910-0071

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

11. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

12. SCHOOL BOARD REQUESTS AND CONCERNS

13. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

July 27, 2010

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

Dear School Board Members:

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

Item 6A Instructional and Non-Instructional Personnel 2009/2010.

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

The following reflects the total number of full-time employees in this school district for the 2009/2010 school term, as of June 29, 2010.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees June, 2010</u>
Classroom teachers and Other Certified	120 & 130	440.50
Administrators	110	40.50
Non-Instructional	150, 160, & 170	<u>386.00</u>
		867.00

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

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2009-2010

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

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Cole, Jermaine	Transportation	Bus Driver	07/29/2010
Griffin, Jimmie	GTI	Teacher	07/23/2010
Hall, Selina	WGHS	Teacher	06/10/2010
Monds, Cantrell	SJES	Teacher	06/10/2010

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Green, Lillian	GWM	Food Ser Worker	07/30/2010
Holman, Celestine	EGHS	Counselor	06/30/2010

DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Thompson, Mary	HES	Teacher	07/31/2010

AGENDA ITEM 6B, ADMINISTRATIVE, INSTRUCTIONAL AND NON INSTRUCTIONAL 2010/2011

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Harris, Annette	HES	Principal	07/19/2010
Riley, Cynthia	PreK	Visiting Teacher	08/16/2010
Thomas, Joannette	PreK	PreK Resource Coord.	08/01/2010

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Arichabala, Mayra	EGHS	Teacher	08/16/2010
Daniels, Andrea	SJES	Teacher	08/16/2010
Gaines, Alicia	SJES	Teacher	08/16/2010
Grant, Jacquelyn	GRES	Teacher	08/16/2010
Mason, Brenda	GEMS	Teacher	08/16/2010
Merone, Gary	WGHS	Teacher	08/16/2010
Nelson, Rena	HES	Teacher	08/16/2010
Nia, Tia	HES	Teacher	08/16/2010
Pruitt, Sharonda	SSES	Teacher	08/16/2010
Tolbert, Stephanie	WGHS	Teacher	08/16/2010

Non-Instructional

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
McMillan, Tarwin	PRE-K	Custodian	07/01/2010

Recommended to Receive Professional

Linsangan, Myrna
Montero, Maria

INSTRUCTIONAL**Professional Status**

Toussaint, Karen
White-Thomas, Tonja

Annual Status

Clark, Victor
Christopher, Jeffery
Henson, Edna
Hogans-Mathews, Shermeeka
Stokes, Lillie

School Level Secretaries, Assistant Secretaries, Clerical Assistants and Office Managers**Annual Status**

Salais, Lorianne

Pre-K**Annual Status**

Hardwick, Brenda
McCall, Carolyn

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

TRANSFERS

<u>Name</u>	<u>Location/Position Transferred From</u>	<u>Location/Position Transferred To</u>	<u>Effective Date</u>
Brown, Bettye	HMS/Food Service Manager	GRES/Food Service Manager	08/19/2010
Enzor, Blondell	GEMS/Secretary	EGHS/Office Manager	07/01/2010
Jackson, Hilda	HES/Principal	District/Personnel Director	07/01/2010
Jackson, Sylvia	HMS/Principal	District/Dir Education K-12	07/01/2010
Sailor, Linda	GEMS/Food Service Manager	JASMS/Food Service Manager	08/19/2010
Shaw-Robinson, Antonita	Personnel/Receptionist	GEMS/Office Manager	07/01/2010
Youmas, Joann	JASMS/Food Service Manager	HES/Food Service Manager	08/19/2010

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Forty

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To amend Carl Perkins Secondary, IDEA, Title I School Improvement 1003A, Head Start, and Title II ESOL projects by function and object based on actual expenditures.

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business 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 _____

Be sure that the Comptroller has signed the budget page.

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

FUND 420			
REVENUE OBJECT	ESTIMATED REVENUE 6/30/2010	BUDGET AMENDMENT NUMBER FORTY	ENDING ESTIMATED REVENUE 6/30/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,993,089.38	\$ -	\$ 2,993,089.38
201	\$ 237,047.32	\$ -	\$ 237,047.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 40,240.00	\$ -	\$ 40,240.00
230	\$ 2,344,452.41	\$ -	\$ 2,344,452.41
240	\$ 4,896,859.87	\$ -	\$ 4,896,859.87
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 973,097.08	\$ -	\$ 973,097.08
299	\$ 75,000.00	\$ -	\$ 75,000.00
TOTALS	\$ 12,285,110.09	\$ -	\$ 12,285,110.09

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

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 6/30/2010	AMENDMENT NUMBER FORTY	BUDGET BALANCE 6/30/2010
5100	100	\$ 1,105,094.70	\$ 15,948.26	\$ 1,121,042.96
	200	\$ 345,650.84	\$ -	\$ 345,650.84
	300	\$ 1,103,579.03	\$ -	\$ 1,103,579.03
	500	\$ 455,146.35	\$ (15,948.26)	\$ 439,198.09
	600	\$ 481,692.20	\$ -	\$ 481,692.20
	700	\$ 38,153.00	\$ -	\$ 38,153.00
	FUNCTOTAL		\$ 3,529,316.12	\$ (0.00)
5200	100	\$ 655,000.00	\$ (78,411.42)	\$ 576,588.58
	200	\$ 215,484.00	\$ 1,814.55	\$ 217,298.55
	300	\$ 358,500.00	\$ (150,780.57)	\$ 207,719.43
	500	\$ 20,437.72	\$ 16,795.20	\$ 37,232.92
	600	\$ 44,513.21	\$ 8,824.41	\$ 53,337.62
	700	\$ 3,531.44	\$ -	\$ 3,531.44
	FUNCTOTAL		\$ 1,297,466.37	\$ (201,757.83)
5300	100	\$ 30,575.00	\$ -	\$ 30,575.00
	200	\$ 9,110.63	\$ -	\$ 9,110.63
	300	\$ 13,585.00	\$ 1,894.61	\$ 15,479.61
	500	\$ 64,728.00	\$ -	\$ 64,728.00
	600	\$ 40,855.00	\$ (1,894.61)	\$ 38,960.39
	700	\$ 19,888.96	\$ -	\$ 19,888.96
	FUNCTOTAL		\$ 178,742.59	\$ -
5400	100	\$ 38,560.00	\$ -	\$ 38,560.00
	200	\$ 8,354.30	\$ -	\$ 8,354.30
	300	\$ 10,314.70	\$ -	\$ 10,314.70
	500	\$ 15,483.00	\$ -	\$ 15,483.00
	600	\$ 20,580.00	\$ -	\$ 20,580.00
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 93,292.00	\$ -
5500	100	\$ 1,232,352.16	\$ -	\$ 1,232,352.16
	200	\$ 326,185.03	\$ -	\$ 326,185.03
	300	\$ 459,733.81	\$ -	\$ 459,733.81
	500	\$ 65,457.99	\$ -	\$ 65,457.99
	600	\$ 9,854.94	\$ -	\$ 9,854.94
	700	\$ 1,080.00	\$ -	\$ 1,080.00
	FUNCTOTAL		\$ 2,094,663.93	\$ -

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

6100	100	\$	634,109.17	\$	45,051.38	\$	679,160.55
	200	\$	208,994.27	\$	9,834.87	\$	218,829.14
	300	\$	129,709.46	\$	144,910.90	\$	274,620.36
	500	\$	40,264.89	\$	(1,628.21)	\$	38,636.68
	600	\$	1,600.00	\$	959.92	\$	2,559.92
	700	\$	2,250.00	\$	2,628.97	\$	4,878.97
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,016,927.79	\$	201,757.83	\$	1,218,685.62
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	7,390.00	\$	-	\$	7,390.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	7,390.00	\$	-	\$	7,390.00
6300	100	\$	1,241,542.26	\$	(43,837.81)	\$	1,197,704.45
	200	\$	366,739.52	\$	1,594.52	\$	368,334.04
	300	\$	179,067.75	\$	10,077.66	\$	189,145.41
	500	\$	39,379.25	\$	-	\$	39,379.25
	600	\$	32,435.55	\$	(1,689.00)	\$	30,746.55
	700	\$	2,200.00	\$	1,350.00	\$	3,550.00
FUNCTOTAL		\$	1,861,364.33	\$	(32,504.63)	\$	1,828,859.70
6400	100	\$	333,919.26	\$	100.92	\$	334,020.18
	200	\$	51,677.94	\$	(1,162.79)	\$	50,515.15
	300	\$	548,424.05	\$	2,050.26	\$	550,474.31
	400	\$	-	\$	-	\$	-
	500	\$	80,847.31	\$	61.61	\$	80,908.92
	600	\$	-	\$	-	\$	-
	700	\$	39,548.56	\$	639.00	\$	40,187.56
FUNCTOTAL		\$	1,054,417.12	\$	1,689.00	\$	1,056,106.12
6500	100	\$	15,000.00	\$	-	\$	15,000.00
	200	\$	5,600.00	\$	-	\$	5,600.00
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	20,600.00	\$	-	\$	20,600.00

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

7200	100	\$	19,341.33	\$	-	\$	19,341.33
	200	\$	5,432.47	\$	-	\$	5,432.47
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	400,969.74	\$	-	\$	400,969.74
FUNCTOTAL		\$	425,743.54	\$	-	\$	425,743.54
7300	100	\$	1,237.50	\$	22,884.29	\$	24,121.79
	200	\$	-	\$	7,931.34	\$	7,931.34
	300	\$	523.00	\$	-	\$	523.00
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	5,348.10	\$	30,815.63	\$	36,163.73
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
FUNCTOTAL 7500		\$	-	\$	-	\$	-
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	3,657.92	\$	-	\$	3,657.92
	600	\$	10,000.00	\$	-	\$	10,000.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	13,657.92	\$	-	\$	13,657.92
7800	100	\$	209,015.90	\$	-	\$	209,015.90
	200	\$	63,102.14	\$	-	\$	63,102.14
	300	\$	102,060.00	\$	-	\$	102,060.00
	400	\$	85,897.00	\$	-	\$	85,897.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00
FUNCTOTAL		\$	535,075.04	\$	-	\$	535,075.04

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

7900	100	\$	17,361.27	\$	-	\$	17,361.27
	200	\$	14,503.42	\$	-	\$	14,503.42
	300	\$	33,242.58	\$	-	\$	33,242.58
	400	\$	-	\$	-	\$	-
	500	\$	5,962.72	\$	-	\$	5,962.72
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	71,069.99	\$	-	\$	71,069.99
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,800.00	\$	-	\$	2,800.00
8200	100	\$	44,882.45	\$	-	\$	44,882.45
	200	\$	12,471.00	\$	-	\$	12,471.00
FUNCTOTAL		\$	57,353.45	\$	-	\$	57,353.45
9100	100	\$	28,206.87	\$	-	\$	28,206.87
	200	\$	7,293.92	\$	-	\$	7,293.92
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	35,500.79	\$	-	\$	35,500.79
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	12,300,729.08	\$	(0.00)	\$	12,300,729.08

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Forty-One

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To amend Carl Perkins Secondary and Title II Part D, EETT projects by function and object based on actual expenditures.

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business 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

Be sure that the Comptroller has signed the budget page.

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

FUND 420			
REVENUE OBJECT	ESTIMATED REVENUE 6/30/2010	BUDGET AMENDMENT NUMBER FORTY-ONE	ENDING ESTIMATED REVENUE 6/30/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,993,089.38	\$ -	\$ 2,993,089.38
201	\$ 237,047.32	\$ -	\$ 237,047.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 40,240.00	\$ -	\$ 40,240.00
230	\$ 2,344,452.41	\$ -	\$ 2,344,452.41
240	\$ 4,896,859.87	\$ -	\$ 4,896,859.87
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 973,097.08	\$ -	\$ 973,097.08
299	\$ 75,000.00	\$ -	\$ 75,000.00
TOTALS	\$ 12,285,110.09	\$ -	\$ 12,285,110.09

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Forty-One**

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 6/30/2010	AMENDMENT NUMBER FORTY-ONE	BUDGET BALANCE 6/30/2010
5100	100	\$ 1,121,042.96	\$ -	\$ 1,121,042.96
	200	\$ 345,650.84	\$ -	\$ 345,650.84
	300	\$ 1,103,579.03	\$ -	\$ 1,103,579.03
	500	\$ 439,198.09	\$ (28,439.90)	\$ 410,758.19
	600	\$ 481,692.20	\$ (15,636.00)	\$ 466,056.20
	700	\$ 38,153.00	\$ -	\$ 38,153.00
	FUNCTOTAL		\$ 3,529,316.12	\$ (44,075.90)
5200	100	\$ 576,588.58	\$ -	\$ 576,588.58
	200	\$ 217,298.55	\$ -	\$ 217,298.55
	300	\$ 207,719.43	\$ -	\$ 207,719.43
	500	\$ 37,232.92	\$ -	\$ 37,232.92
	600	\$ 53,337.62	\$ -	\$ 53,337.62
	700	\$ 3,531.44	\$ -	\$ 3,531.44
	FUNCTOTAL		\$ 1,095,708.54	\$ -
5300	100	\$ 30,575.00	\$ -	\$ 30,575.00
	200	\$ 9,110.63	\$ -	\$ 9,110.63
	300	\$ 15,479.61	\$ (575.00)	\$ 14,904.61
	500	\$ 64,728.00	\$ -	\$ 64,728.00
	600	\$ 38,960.39	\$ -	\$ 38,960.39
	700	\$ 19,888.96	\$ 575.00	\$ 20,463.96
	FUNCTOTAL		\$ 178,742.59	\$ -
5400	100	\$ 38,560.00	\$ -	\$ 38,560.00
	200	\$ 8,354.30	\$ -	\$ 8,354.30
	300	\$ 10,314.70	\$ -	\$ 10,314.70
	500	\$ 15,483.00	\$ -	\$ 15,483.00
	600	\$ 20,580.00	\$ -	\$ 20,580.00
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 93,292.00	\$ -
5500	100	\$ 1,232,352.16	\$ (8,220.09)	\$ 1,224,132.07
	200	\$ 326,185.03	\$ -	\$ 326,185.03
	300	\$ 459,733.81	\$ (26,462.63)	\$ 433,271.18
	500	\$ 65,457.99	\$ (347.68)	\$ 65,110.31
	600	\$ 9,854.94	\$ 20,496.27	\$ 30,351.21
	700	\$ 1,080.00	\$ 1,123.76	\$ 2,203.76
	FUNCTOTAL		\$ 2,094,663.93	\$ (13,410.37)

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Forty-One**

6100	100	\$	679,160.55	\$	(975.52)	\$	678,185.03
	200	\$	218,829.14	\$	829.78	\$	219,658.92
	300	\$	274,620.36	\$	5,743.73	\$	280,364.09
	500	\$	38,636.68	\$	383.68	\$	39,020.36
	600	\$	2,559.92	\$	-	\$	2,559.92
	700	\$	4,878.97	\$	-	\$	4,878.97
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,218,685.62	\$	5,981.67	\$	1,224,667.29
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	44,075.90	\$	44,075.90
	500	\$	-	\$	-	\$	-
	600	\$	7,390.00	\$	2,730.33	\$	10,120.33
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	7,390.00	\$	46,806.23	\$	54,196.23
6300	100	\$	1,197,704.45	\$	(159,959.13)	\$	1,037,745.32
	200	\$	368,334.04	\$	2,411.25	\$	370,745.29
	300	\$	189,145.41	\$	(975.00)	\$	188,170.41
	500	\$	39,379.25	\$	44.15	\$	39,423.40
	600	\$	30,746.55	\$	-	\$	30,746.55
	700	\$	3,550.00	\$	975.00	\$	4,525.00
FUNCTOTAL		\$	1,828,859.70	\$	(157,503.73)	\$	1,671,355.97
6400	100	\$	334,020.18	\$	126,469.95	\$	460,490.13
	200	\$	50,515.15	\$	36,998.96	\$	87,514.11
	300	\$	550,474.31	\$	(1,984.10)	\$	548,490.21
	400	\$	-	\$	-	\$	-
	500	\$	80,908.92	\$	(3,449.22)	\$	77,459.70
	600	\$	-	\$	2,405.99	\$	2,405.99
	700	\$	40,187.56	\$	4,301.24	\$	44,488.80
FUNCTOTAL		\$	1,056,106.12	\$	164,742.82	\$	1,220,848.94
6500	100	\$	15,000.00	\$	-	\$	15,000.00
	200	\$	5,600.00	\$	-	\$	5,600.00
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	20,600.00	\$	-	\$	20,600.00

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Forty-One**

7100	300	\$	-	\$	412.37	\$	412.37
FUNCTOTAL		\$	-	\$	412.37	\$	412.37
7200	100	\$	19,341.33	\$	(133.08)	\$	19,208.25
	200	\$	5,432.47	\$	133.08	\$	5,565.55
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	400,969.74	\$	551.45	\$	401,521.19
FUNCTOTAL		\$	425,743.54	\$	551.45	\$	426,294.99
7300	100	\$	24,121.79	\$	-	\$	24,121.79
	200	\$	7,931.34	\$	-	\$	7,931.34
	300	\$	523.00	\$	-	\$	523.00
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	36,163.73	\$	-	\$	36,163.73
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
FUNCTOTAL 7500		\$	-	\$	-	\$	-
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	3,657.92	\$	-	\$	3,657.92
	600	\$	10,000.00	\$	-	\$	10,000.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	13,657.92	\$	-	\$	13,657.92
7800	100	\$	209,015.90	\$	(112.52)	\$	208,903.38
	200	\$	63,102.14	\$	-	\$	63,102.14
	300	\$	102,060.00	\$	-	\$	102,060.00
	400	\$	85,897.00	\$	-	\$	85,897.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Forty-One**

FUNCTOTAL		\$	535,075.04	\$	(112.52)	\$	534,962.52
7900	100	\$	17,361.27	\$	112.52	\$	17,473.79
	200	\$	14,503.42	\$	13.54	\$	14,516.96
	300	\$	33,242.58	\$	1,385.53	\$	34,628.11
	400	\$	-	\$	3,478.28	\$	3,478.28
	500	\$	5,962.72	\$	(76.26)	\$	5,886.46
	600	\$	-	\$	3,339.00	\$	3,339.00
FUNCTOTAL		\$	71,069.99	\$	8,252.61	\$	79,322.60
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,800.00	\$	-	\$	2,800.00
8200	100	\$	44,882.45	\$	(11,644.63)	\$	33,237.82
	200	\$	12,471.00	\$	-	\$	12,471.00
FUNCTOTAL		\$	57,353.45	\$	(11,644.63)	\$	45,708.82
9100	100	\$	28,206.87	\$	(160.65)	\$	28,046.22
	200	\$	7,293.92	\$	-	\$	7,454.57
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	35,500.79	\$	-	\$	35,500.79
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	12,300,729.08	\$	0.00	\$	12,300,729.08

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEMS: Resolution for Flexibility in State Funds

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the attached resolution pursuant to Section 1011-62(6)(b) Florida Statutes to allow flexibility in the use of selected categorical funds. This Board action will expand the use of categorical state revenue for the 2010-2011 fiscal year.

FUND SOURCE: General Fund

AMOUNT: \$300,000

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Categorical Flexible Spending Resolution

RESOLUTION OF THE SCHOOL BOARD OF Gadsden COUNTY, FLORIDA, PURSUANT TO FLORIDA STATUTE 1011.62(6)(b), PROVIDING THE DISTRICT SCHOOL BOARD THE AUTHORITY TO EXERCISE FLEXIBILITY TO EXPEND FUNDS ALLOCATED TO THE SCHOOL DISTRICT FROM THE FUNDS RECEIVED FOR STUDENT TRANSPORTATION, SAFE SCHOOLS, SUPPLEMENTAL ACADEMIC INSTRUCTION, RESEARCH-BASED READING INSTRUCTION, AND INSTRUCTIONAL MATERIALS. THESE FUNDS ARE URGENTLY NEEDED TO MAINTAIN SCHOOL BOARD SPECIFIED ACADEMIC CLASSROOM INSTRUCTION.

WHEREAS, Florida Statute 1011.62(6)(b) provides flexibility to expend selected categorical funds and approve an amendment to the school district's 2010-2011 operating budget; and

WHEREAS, the School Board of Gadsden County has approved necessary budget amendments to balance the 2010-2011 budget; and

WHEREAS, the School Board finds and declares that the funds received from the above-named specific state appropriations are urgently needed to maintain Board-specified academic classroom instruction.

NOW THEREFORE, be it resolved as follows:

1. The School Board hereby approves using Student Transportation funds in the amount of _____.
2. The School Board hereby approves using Safe School funds in the amount of 100,000.
3. The School Board hereby approves using Supplemental Academic Instruction funds in the amount of 100,000.
4. The School Board hereby approves using Research-Based Reading Instruction funds in the amount of 100,000, and certifies that an amendment describing the changes that the district is making to its reading plan will be submitted to the Department of Education.
5. The School Board hereby approves using Instructional Materials funds in the amount of _____, and certifies that all instructional material purchases necessary to provide updated materials to align to Next Generation Sunshine State Standards and benchmarks have been completed for the fiscal year.

Total use of Categorical Flexibility Funds: 300,000.

STATE OF FLORIDA

COUNTY OF Gadsden

I, Reginald C. James, Superintendent of Schools and ex officio Secretary of the District School Board of Gadsden County, Florida, do hereby certify that the above is a true and complete copy of a resolution passed and adopted by the District School Board of Gadsden County, Florida, July 27, 20 10.

Signature of Superintendent of Schools

Date of Signature

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEMS: Resolution for Holding a Referendum Election for Critical Needs Millage

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to Section 1011.71(3)(b), Florida Statutes and its amendments by CS/HB 5101, Board approval is requested for holding a referendum election for critical needs millage as defined by the attached resolution.

FUND SOURCE: General Fund

AMOUNT: Dependent Upon Assessed Valuation and FEFP Funding in Subsequent Years

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

A RESOLUTION OF THE SCHOOL BOARD OF GADSDEN, FLORIDA, ORDERING AND PROVIDING FOR THE HOLDING OF A REFERENDUM ELECTION TO DETERMINE IF THE ELECTORS OF THE SCHOOL DISTRICT OF GADSDEN COUNTY, FLORIDA, AUTHORIZE THE SCHOOL BOARD TO ANNUALLY LEVY 0.25 MILLS FOR CRITICAL OPERATION NEEDS; PROVIDING FOR NOTICE OF THE REFERENDUM ELECTION; PROVIDING FOR PLACES OF VOTING, INSPECTORS, AND CLERKS; PROVIDING FOR AN OFFICIAL BALLOT; PROVIDING FOR ABSENTEE VOTING; PROVIDING FOR EARLY VOTING; PROVIDING FOR PRINTING OF BALLOTS; PROVIDING FOR THE REFERENDUM ELECTION PROCEDURE; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE

BE IT RESOLVED by the School Board of Gadsden, Florida ("Board"), acting as the governing body of the School District of Gadsden County, Florida ("District"), as follows:

SECTION 1. AUTHORITY FOR RESOLUTION. This Resolution is adopted pursuant to Section 1011.71(3)(b), Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. The Board hereby finds and determines as follows:

A. All School Boards in the State of Florida, including this Board, have experienced drastic funding reductions in recent years while operating expenses continue to rise.

B. In the School District of Gadsden County, currently recognized revenue losses from the 2007-2008 fiscal year to the 2009-2010 fiscal year are equivalent to a per pupil decrease of more than 1.9% percent in total funding, and a decline of \$8,074,696 in state revenues, and additional reductions are anticipated for the 2010-2011 and subsequent fiscal years.

C. As authorized by Section 1011.71(3)(b), Florida Statutes, as amended by Ch. 2009-59, § 33, at 35, Laws of Fla., this Board determined, by an annual super majority vote, to levy an additional 0.25 mills for critical operating needs of the District for the 2009-2010 fiscal year in an effort to preserve critical operations of the District while enduring declining state revenues.

D. This Board has also expressed its intent to levy the Critical Needs Millage for the 2010-2011 fiscal year, again endeavoring to preserve critical operations of the District while enduring declining state revenues.

E. Section 1011.71(3)(b), F.S., as amended during the 2010 Legislative Session (CS/HB 5101) provides that in order to levy such millage in any year after the 2010-2011 fiscal year, the authority of the school board, by a super majority vote, to levy the 0.25 Critical Needs

Millage must be approved by the voters of the school district at the 2010 general election or at a subsequent election held at any time, for a period not in excess of two years or until changed by another millage election, whichever is earlier.

F. Subject to approval by the electors of the District at a referendum held as provided in Section 1011.71(3)(b), Florida Statutes, as amended by CS/HB 5101, Reg. Sess. § 30 (Fla. 2010), the School District of Gadsden County, Florida has the authority, by an annual super majority vote to levy, the 0.25 Critical Needs Millage for critical operating needs of the District for the 2011-2012 and 2012-2013 fiscal years.

SECTION 3. CONTINUING. Subject to approval by the electors of the District at a referendum held as provided in Section 1011.71(3)(b), Florida Statutes, as amended by CS/HB 5101, Reg. Sess. § 30 (Fla. 2010), the School District of Gadsden County, Florida has the authority, by an annual super majority vote, to levy the 0.25 Critical Needs Millage for critical operating needs of the District for the 2011-2012 and 2012-2013 fiscal years in an effort to preserve critical operating needs of the District while enduring declining state revenues.

SECTION 4. REFERENDUM ELECTION ORDERED. A referendum election is hereby ordered to be held in the District on November 2, 2010, to determine whether or not the School District of Gadsden County, Florida has the authority, by an annual super majority vote, to levy the 0.25 Critical Needs Millage for critical operating needs of the District for the 2011-2012 and 2012-2013 fiscal years.

SECTION 5. NOTICE OF REFERENDUM ELECTION. The Superintendent is hereby authorized and directed to place a notice of the referendum election in a newspaper of general circulation published in the District. The publication shall be made at least 30 days prior to the referendum and shall be made at least twice, once in the fifth week and once in the third week prior to the week in which the referendum is deemed to be held. The notice of referendum shall be in substantially the form provided in the attached Exhibit A. This Resolution shall be published as a part of such notice.

SECTION 6. PLACES OF VOTING; INSPECTORS AND CLERKS. The polls will be open at the voting places on the date of the referendum election from 7:00 a.m. until 7:00 p.m. All qualified electors residing within the District shall be entitled and permitted to vote at the referendum election on the proposition provided in this Resolution. The places of voting and the inspectors and clerks of the referendum election shall be those designated by the Supervisor of Elections of Gadsden County in accordance with law.

SECTION 7. OFFICIAL BALLOT. The ballots to be used in the referendum election shall contain a statement relating to the authority of School District of Gadsden County, Florida, by a super majority vote, to levy the 0.25 Critical Needs Millage for **critical operating needs** of the District for the 2011-2012 and 2012-2013 fiscal years and shall be in substantially the following form:

OFFICIAL BALLOT

**School District of Gadsden County, Florida
Referendum Election – November, 2010**

REFERENDUM REGARDING THE AUTHORITY OF THE SCHOOL BOARD TO LEVY, BY AN ANNUAL SUPER MAJORITY VOTE, 0.25 MILLS FOR CRITICAL OPERATING NEEDS

Shall the school board have the authority by an annual super majority vote for the 2011-2012 and 2012-2013 fiscal years to levy 0.25 mills for critical operating needs pursuant to s. 1011.71(3)(b), Florida Statutes?

_____ YES = FOR giving the authority to the school board to levy 0.25 mills for critical operating needs for the 2011-2012 and 2012-2013 fiscal years by an annual super majority vote of the board.

_____ NO = AGAINST giving the authority to the school board to levy 0.25 mills for critical operating needs for the 2011-2012 and 2012-2013 fiscal years by an annual super majority vote of the board.

SECTION 8. ABSENTEE VOTING. Adequate provision shall be made for absentee voters. The form of ballots to be used in the referendum election for absentee voters shall be the same as used in the polling places for the election.

SECTION 9. EARLY VOTING. Adequate provision shall be made for early voting, to begin 15 days before the referendum election and end on the second day before the referendum election. The form of ballots to be used in the referendum election for early voting shall be the same as used in the polling places for the election.

SECTION 10. PRINTING OF BALLOTS. The Supervisor of Elections of Gadsden County is authorized and directed to have printed on plain white paper a sufficient number of the ballots for use of absentee electors and early voters entitled to cast ballots in the referendum election; to have printed sample ballots and deliver the sample ballots to the inspectors and clerks on or before the date and time for opening of the polls for the referendum election; and to make appropriate arrangements for the conduct of the election at the polling places specified.

SECTION 11. REFERENDUM ELECTION PROCEDURE. The Supervisor of Elections of Gadsden County shall hold, administer, and conduct the referendum election in the manner prescribed by law for holding elections in the District. Returns shall show the number of qualified electors who voted at the referendum election on the proposition and the number of votes cast respectively for and against approval of the proposition. The returns shall be canvassed in accordance with law.

SECTION 12. SEVERABILITY. In the event that any word, phrase, clause, sentence, or paragraph of this Resolution shall be held invalid by any court of competent jurisdiction, such holding shall not affect any other word, clause, phrase, sentence, or paragraph.

SECTION 13. REPEALING CLAUSE. All Resolutions in conflict or inconsistent with this Resolution are repealed insofar as there is conflict or inconsistency.

SECTION 14. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

* * *

ADOPTED at a Regular Meeting of the School Board of _____ County, Florida,
the ___ day of _____, 2010, with a quorum present and voting.

**SCHOOL BOARD OF _____ COUNTY,
FLORIDA**

[SEAL]

By: _____
Chair

ATTEST:

Superintendent of
Schools and Ex Officio Secretary to the
School Board of _____ County, Florida

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Attorney
School Board of _____ County, Florida

EXHIBIT A

**NOTICE OF REFERENDUM ELECTION IN THE SCHOOL DISTRICT
OF _____ COUNTY, FLORIDA, ON NOVEMBER 2, 2010**

NOTICE IS HEREBY GIVEN THAT A REFERENDUM ELECTION will be held on November 2, 2010, in the School District of _____ County, Florida, for the purpose of determining whether or not the electors in the School District approve continuing the levy of 0.25 mills for critical operating needs of the District for the 2011-2012 and 2012-2013 fiscal years; all as more specifically described and provided in a Resolution of the School Board of _____ County, Florida, adopted _____, 2010, and published below.

The polls will be open at the voting place on the date of the referendum election from 7:00 a.m. until 7:00 p.m., absentee voting will be available for the referendum election, and early voting will begin 15 days before the referendum election and end on the second day before the referendum election, all as provided in the Resolution published below. **(EACH DISTRICT NEEDS TO CHECK W/ SUPERVISOR OF ELECTIONS RELATING TO DAYS/HOURS OF EARLY VOTING)**

All qualified electors residing within the School District shall be entitled, qualified, and permitted to vote at the referendum election.

[Insert form of Resolution]

**SCHOOL BOARD OF _____ COUNTY,
FLORIDA**

By: _____
Chair

Subject: FW: Critical Needs Millage
From: "Reginald C. James" <james_r@firn.edu>
Date: Tue, 1 Jun 2010 16:58:09 -0400
To: <woodb@mail.gcps.k12.fl.us>
CC: "'Shaia Beckwith James'" <beckwiths@mail.gcps.k12.fl.us>

From: Joy Frank [mailto:JFrank@fadss.org]

Sent: Tuesday, June 01, 2010 3:42 PM

To: valentinej@flaglerschools.com; AdrianCline; Alberto Carvalho; Alexis Tibbetts; Art Johnson; Ben Wortham; Beth Moore; Bill Brumfield; BillDelbrugge; Bill Husfelt; Bill Vogel; BrianBinggeli; Bryan Blavatt; Carlene Anderson; Carlton Faulk; Dan Boyd; DavidDurastanti; David Gayler; David Miller; Dennis Thompson; Don Thomas; Ed Pratt-Dannals; GailMcKinzie; Gary Galloway; Harry LaCava; Heather Fiorentino; Jackie Pons; JamesBrowder; James Notter; Jerry Scarborough; Jim Yancey; Joe Joyner; JohnRuis; Joseph Burke; Julie Janssen; LeeMiller; Lori White; Lou Miller; Malcolm Thomas; Mark Rains; MarthaButler; MaryEllen Elia; Mike Grego; MikeLannon; Mike Millikin; Nancy Kline; Nina Marks; Pat Cooper; Paul Dyal; Peg Smith; Reginald James; Rick Murphy; Rick Shirley; Robert Hastings; Ron Blocker; Sam Himmel; SandraCook; Sherrie Raulerson; SueSummers; Susan Moxley; Tim McGonegal; Tim Wilder; Tim Wyrosdick; Tom Lashley; Tom Townsend; Tommy McClellan; Wally Cox; Wayne Aldrich

Cc: Bill Montford; Don Griesheimer; Angela Freeland; Joy Frank

Subject: Critical Needs Millage

June 1, 2010

MEMORANDUM

TO: District School Superintendents

FROM: Joy Frank

RE: .25 Super Majority Critical Needs Millage

Several questions have arisen as to the implementation of s. 1011.71(3)(b), F.S. relating to the super majority critical needs millage. This section was amended by CS/HB 5101, the education conforming bill that was signed by Governor Crist last week. I have heard several differing interpretations of this language from school district personnel. Consequently, I felt it was important to let you know my best understanding of the intent of the language, based on discussions held during and after the legislative session.

1. If a school board wants to put the issue before the voters as authorized by the statute after the 2010-2011 fiscal year, this may be accomplished by a simple majority vote. In other words, to get the issue before the voters on the ballot just a simple majority vote is required.
2. A school board does not have to levy the super majority critical needs millage in either or both of the 2009-2010 or 2010-2011 fiscal years in order to put the question before the voters in the 2010 General Election.
3. Ballot Language -

Section 1011.71(3)(b), F.S., as amended during the 2010 Legislative Session (CS/HB 5101) provides that in order to levy such millage in any year after the 2010-1011 fiscal year, the authority of the school board, by a super majority vote, to levy the critical needs millage must be approved by the voters of the school district at the 2010 general election or at a subsequent election held at any time, for a period not in excess of two years or until changed by another millage election, whichever is earlier.

Proposed/Draft ballot language:

DRAFT

OFFICIAL BALLOT

**School District of _____, Florida
Referendum Election – November, 2010**

REFERENDUM REGARDING THE AUTHORITY OF THE SCHOOL BOARD TO LEVY, BY A SUPER MAJORITY VOTE, 0.25 MILLS FOR (*insert either: CRITICAL CAPITAL OUTLAY NEEDS or CRITICAL OPERATING NEEDS*).

Shall the school board have the authority by an annual super majority vote for the 2011-2012 and 2012-2013 fiscal years to levy 0.25 mills for (*insert either: critical capital outlay needs or critical operating needs*) pursuant to s. 1011.71(3)(b), Florida Statutes?

_____ YES = FOR giving the authority to the school board to levy 0.25 mills for (*insert either: critical capital outlay needs or critical operating needs*) for the 2011-2012 and 2012-2013 fiscal years by an annual super majority vote of the board.

_____ NO = AGAINST giving the authority to the school board to levy 0.25 mills for (*insert either: critical capital outlay needs or critical operating*) needs for the 2011-2012 and 2012-2013 fiscal years by an annual super majority vote of the board.

I have also attached a DRAFT Resolution. Please have your school board attorney thoroughly review this information. The wording of the resolution is dependent upon the situation in your district. In addition, your finance officer needs to review it as it could impact compression in those districts that are eligible for a compression adjustment. Finally, you need to check with the supervisor of elections in your county relating to deadlines, early voting schedules, and other issues particular to your county.

I hope this information is helpful. If you have any questions, please call me at 850.488.5099.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

Date of School Board Meeting: **July 27, 2010**

TITLE OF AGENDA ITEM: MEMORANDUM OF AGREEMENT BETWEEN REDLANDS CHRISTIAN MIGRANT ASSOCIATION (RCMA) HEAD START AND GADSDEN COUNTY SCHOOL BOARD.

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

Requirements of the Individual with Disabilities Act specify that school districts must provide services to (3) three year old children with disabilities on their third (3rd) birthday. This agreement allows for the provision of services for identified students at the RCMA Head Start. It also allows for the exchange of information between our two agencies.

FUND SOURCE: **FEFP dollars for therapy provided to identified children**
AMOUNT: **NA**
PREPARED BY: **Wilma Jackson** *WJ*
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 _____

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proof read by: Sharon B. Thomas

**Memorandum of Understanding
Between
Redlands Christian Migrant Association and Gadsden County School Board**

This agreement is made between Redlands Christian Migrant Association, Inc. and the Gadsden County School Board, hereinafter referred to as "the Board," and the RCMA Head Start Program, hereinafter referred to as "RCMA," in the following center:

RCMA Gadsden Migrant Head Start Center

Purpose:

The purpose of this agreement is to establish the responsibilities of the Board and RCMA relative to services for preschool children with disabilities. Both the Board and RCMA support the rights of all children with disabilities to receive a free and appropriate public education including all necessary special education and related services, in the least restrictive environment available, in accordance with state and federal statutes and regulations.

Whereas, RCMA is to be considered an appropriate placement for identified children with disabilities, who meet the Head Start eligibility criteria and for whom placement in a self-contained preschool special education classroom would not provide the least restrictive environment as indicated by the IEP, and when the Individual Educational Plan indicates the need for stimulation and socialization with non-disabled children, both parties agree as follows

Responsibilities:

- I. **RCMA agrees to provide the following:**
 - A. Assist the Board in the public awareness activities, recruitment, and identification of children with disabilities through participation in Child Find activities.
 - B. Complete vision, hearing and developmental screenings on all children within 45 days of enrollment, as required in the Head Start Performance Standards.
 - C. Refer all children suspected of a disability to the Board's Child Find within two (2) days of receiving parental permission. Referral will include screening results, and any written reports that have been completed.
 1. Make referrals to the Board (Exceptional Student Education/Student Services Department) of any known child suspected of having disabilities ninety (90) days prior to the child's third birthday.
 - D. While waiting for the evaluation and eligibility/ineligibility determination, continue to provide to the child a comprehensive inclusion experience, which consists of developmentally appropriate classroom setting, educational activities, individualization, ongoing assessment, and outcomes.
 - E. Provide space for evaluations, social services, and parent involvement opportunities consistent with the child's individual needs.

- F. Follow up on referral and status of evaluations. Maintain constant communication with parents and Child Find Specialist.
- G. Attend the Board Eligibility/Ineligibility staffing with parent permission; participate in the development of the child's **Individualized Education Plan (IEP)**, to determine the child's needs for special education and related services.
- H. Implement the child's IEP and follow-up on progress and needs, as appropriate.
- I. Transport and provide translation services as needed by parents to attend evaluations and placement meetings when requested.
- J. Provide staff and parent training on individualization and inclusion services as recommended in the child's IEP.
- K. Provide appropriate classroom environment, accommodations, program modifications, and parent and staff support in accordance with the child's special needs documented in the IEP.

II. **The Board agrees to provide the following:**

- A. Upon receipt of RCMA referral, provide follow-up to Child Find process for identification, further assessment, evaluations, and special education services. Schedule a meeting to complete Child Find packet and evaluation(s), as needed.
- B. Provide consultation and evaluation services (speech and language, physical, occupational, and psychological) consistent with school district procedures.
- C. Inform parent and RCMA staff on status of evaluations.
- D. Notify parents and RCMA staff that records, evaluations and other documents are complete and received in the Exceptional Student Education (ESE) Office for processing.
- E. Schedule an Eligibility/Ineligibility meeting. With parent permission, Inform RCMA staff the date of the meeting at least one (1) week in advance of scheduling and parent notification.
- F. During the IEP staffing meeting, inform parents of their rights and responsibilities, placement and services options.
 - 1. If the child is determined ineligible, complete the necessary paperwork and provide parent with copy of ineligibility status document and evaluations.
 - With parent permission, provide RCMA with a copy of the ineligibility document and evaluations.
 - 2. If the child is determined eligible for special education and related services, the IEP team, as defined by the Gadsden County Policies and Procedures, will develop the child's IEP.

- With parent permission, provide RCMA with a copy of the IEP and evaluations.
- G. Facilitate completion of school registration and transition to the public school setting for eligible children, with parent consent.
- H. If the parent refuses eligible special education services, document the refusal and provide a copy of the written notice to RCMA and parent.
- I. Provide consultation and in-service training for RCMA staff and parents in order to facilitate consistency and continuity of services.
- J. If the IEP Team determines that the least restrictive environment is best provided by RCMA, therapy services may be provided at RCMA center or a place determined by the Board. Procedures will be consistent with those specified in the *Special Programs and Procedures for Exceptional Students*.
- K. Provide a copy of therapy strategies used with child to RCMA for teacher and parent assistance with follow-up and reinforcement of skill acquisition.
- III. **Both parties agree to:**
- A. Share records and reports with signed parent consent for release of information.
- B. Maintain confidentiality of all children's records and due process procedures in accordance with *Head Start Performance Standards* and Board regulations.
- C. Consider as dually enrolled in both agency's programs all children with disabilities served by RCMA who receive therapy services provided by the Board.
- D. Coordinate the transition of children leaving Head Start and entering public school.
- E. Provide information and training to parents on their procedural safeguards, rights and responsibilities.
- F. Notify and include staff in mutually beneficial trainings and workshops.
- G. Meet at least twice a year to review the status of services, communication and documentation provided for continuous improvement.
- IV. This agreement shall be amended or modified only in writing and executed by both parties. Overall implementation and monitoring of this agreement shall be carried out through the cooperative efforts of the Board and RCMA administrative staff or designee.
- V. This agreement will be reviewed annually and may be terminated by either party upon written notice of thirty (30) days. Both parties recognize their liability for negligence in the provision of responsible services to the child.

This agreement made and entered in Gadsden County, shall be in effect and continue annually until written notice of termination or modification. The agreement therefore will commence on the August 1st, 2010.

Signature of School Board Chairman

Date: _____

Signature of Director, Exceptional Student Education

Date: _____

Signature of RCMA Executive Director

Date: _____

Agency Contact Information:

RCMA Staff

Lois Wise

Gadsden ESE Staff

**Wilma Jackson
Sharon Thomas
Cindy Mills**

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: **JULY 27, 2010**

TITLE OF AGENDA ITEM: **CONTRACT WITH SOLIANT HEALTH**

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

Soliant Health will provide a Speech Language Pathologist to provide Speech and Language services to an elementary school.

SOURCE: **FEFP**

AMOUNT: **\$58.00 per hour**

PREPARED BY: **Wilma Jackson** *WJ*
POSITION: Director of Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered 1

SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper.

PROOF READ BY: *Sharon B. Thomas*

ADDENDUM A



Assignment Confirmation – Client

This Assignment Confirmation is entered into on **July 1, 2010** and supplements the Client Services Agreement between **Gadsden County Schools** and Soliant Health.

Soliant Employee

Robyn Hillison, hereinafter referred to as HCP, has been placed with **Gadsden County Schools**. HCP is scheduled to begin work for Client on **8/16/2010** and complete assignment **6/9/2011 (or last day of school)**.

Assignment Details

Client will pay Soliant for hours worked by HCP on the following terms:

- Position / Unit:** Speech-Language Pathologist
- Bill Rate:** \$58/ hour
- Hours:** 37.5+ hours per week
- Shift:** Monday through Friday
- Holiday Rate:** 1.5 times Service Rate. Observed holidays include: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.
- Miscellaneous:** Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax exempt entity.

If Soliant HCP should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

INVOICES

All invoices pursuant to this Assignment Confirmation will be mailed to: *(please verify)*

Sharon Thomas
Gadsden County Schools
35 Martin Luther King JR Blvd
Quincy, FL 32351

Client Signature

Soliant Representative Signature

Print Name

Shelley Alexcovich Burkett

Title

Title

Date

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

Date of School Board Meeting: July 27, 2010

TITLE OF AGENDA ITEM: Contracted Services with Speech/Language Pathologist
Joy Scharein & The Gadsden County School Board

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM :

(Type and Double Space)

Contract services with Joy Scharein to provide Speech/Language services to students at Havana Elementary School and Havana Middle School on an average basis of (37.5) THIRTY-Seven and a half hours per week.

FUND SOURCE: **FEEP dollars**

AMOUNT: **\$63,000.00**

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

**Be sure that the COMPTROLLER has signed the budget page.
This form is to be duplicated on light blue paper.**

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revised 0591

Proof read by: Sharon B. Thomas

GADSDEN COUNTY SCHOOL DISTRICT
STUDENT SERVICES/EXCEPTIONAL EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2010-2011 Fiscal Year

Contract made July 27, 2010, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Joy Scharein, Speech Pathologist of 10041 Neamathla Trail, City of TALLAHASSEE County of LEON, State of FLORIDA herein referred to as contractor.

- 1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor: Speech/Language Therapy.*
- 2. Contractor agrees to perform these services for the Board under the terms and conditions set forth in this contract.*

NATURE OF WORK

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

PLACE OF WORK

BOARD will provide adequate space and equipment for contractor to carry out objectives outlined in the individual education plan for speech/language therapy. It is understood that these services will be rendered in Gadsden County Schools. Services will be provided mainly at Havana Elementary School and Havana Middle School, City of Havana, County of Gadsden State of Florida, as designated by the Director of Exceptional Student Education.

TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractors control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than fifteen (15) hours and no more than thirty-seven and a half (37.5) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

PAYMENT

The Board will pay contractor for all work actually performed by contractor, on completion of the same, at the rate of \$50.00 per unit of service. Payment shall be made by the Board within thirty (30) days after a statement for professional services rendered is received. Such statements shall be presented monthly. The contractor will not be reimbursed for traveling.

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for (1) fiscal school year August 2, 2010 thru June 30, 2011. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

AMENDMENTS

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

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

Joy Scharein, Speech Pathologist

Date

*Wilma Jackson, Director
Exceptional Student Education*

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Issac Simmons, Jr. CHAIRMAN

Date

ATTEST: _____
Reginald C. James, SUPERINTENDENT

Date

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

DATE OF SCHOOL BOARD MEETING: **JULY 27, 2010**

TITLE OF AGENDA ITEM: **Contract with Independent Contractor (Music Therapist)**

DIVISION: **Exceptional Student Education**

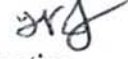
YES This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

This contract provides music therapy for students with moderate to severe disabilities at George W. Munroe Elementary, Stewart Street Elementary, East Gadsden High School, Shanks Middle School, and other schools as necessary.

FUND SOURCE: **IDEA**

AMOUNT: **\$19,000.00**

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1

CHAIRMAN'S SIGNATURE: page(s) numbered 1

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

Proof read by: *Margaret D Brunson*

GADSDEN COUNTY SCHOOL DISTRICT
EXCEPTIONAL STUDENT EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2010-2011 Fiscal Year

Hakeem Leonard, MM, MT-BC, Owner/Director
HEALING HEARTS MUSIC THERAPY SERVICES
2060 Continental Ave. Apt. 102, Tallahassee, Florida 32304
(706)593-4524

Contract for Music Therapy Services

Dates of Services: August 2, 2010 through June 30, 2011

Services Provided for Gadsden County Schools:

- Individual and group therapy sessions will be delivered by a Board-Certified Music Therapist.
- Sessions will last 30 minutes long.
- The therapist will travel from school to school to deliver therapy sessions. Travel time will be included in the day of services.
- Each session will be designed by the therapist according to the students' specified needs.
- Feedback addressing the students' progress will be provided to the staff as requested.
- For each session involving direct student contact, time will be spent on planning, preparing sessions, and documentation of progress on each student.
- All materials and musical equipment will be provided by Healing Hearts.

Fee Schedule:

The music therapist will deliver two days of music therapy sessions at a rate of **\$250.00** per day. Students will be assigned by the ESE office and teachers in the school setting. Approximately 8 sessions will be delivered in one day of services between the hours of 8:30 am-1:30 pm.

Signature of Music Therapist

Hakeem Leonard, MM, MT-BC

Date

Signature of Approval

Wilma Jackson, Director Exceptional Student Education

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Issac Simmons, Jr., CHAIRMAN

Date

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

Date of School Board Meeting: July 27, 2010

TITLE OF AGENDA ITEM: VISION SERVICES FOR EXCEPTIONAL STUDENTS

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 is to provide vision services, orientation and mobility training for the visually impaired students in Gadsden County Schools.

FUND SOURCE: **FEFP Dollars**

AMOUNT: **\$32,500.00 (est.)**

PREPARED BY: Wilma Jackson *WJ*
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 3

CHAIRMAN'S SIGNATURE: page(s) numbered 3

Be sure that the COMPTROLLER has signed the budget page.

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Proof read by: *Margaret D. Brown*

AGREEMENT

BETWEEN

INDEPENDENT TRAINING FOR THE BLIND AND GADSDEN COUNTY FLORIDA SCHOOL BOARD

This agreement, dated this **27th day of July 2010**, by and between the **Gadsden County School Board**, hereinafter referred to as the "Board," and **Elizabeth Wilson of Independent Training for The Blind**, hereinafter referred to as "Teacher."

Witnessed:

1. Purpose of This Agreement

- a. The District is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have services of a Vision Teacher and Orientation and Mobility Teacher, Mrs. Elizabeth Wilson of Independent Training for the Blind. The Teacher, as sole provider, agrees to perform these services for the District under the terms and conditions set forth in this contract. The District and the Teacher contemplate that this contract will run through one (1) fiscal school year from July 1, 2010 through June 30, 2011. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with thirty (30) days written notice. By mutual consent of the County School Board and Teacher, this contract will be renewed annually.
- b. The purpose of this agreement is to specify the manner in which services will be provided to students with visual impairments by Teacher to the Board.
- c. Both parties will comply with applicable federal, state, and local laws, rules, regulations, including rules of the Board.

2. The Board Agrees To:

- a. Provide referral for selected students.
- b. Provide Teacher with instructional space, materials and supplies.
- c. Appoint Director of Special Education to be responsible for the execution of the Board's provisions of this agreement.
- d. Pay for services rendered to students with visual impairments. The Board shall pay \$60.00 per hour for educational services. Services shall include instruction, planning, travel and coordination with staff. This will be paid monthly upon receipt of billing. Services billed shall not exceed 15 hours per week, unless approved by the Director of Exceptional Student Education.

3. Teacher Agrees To:

- a. Assure that services are in accordance with the IEP for each student.
- b. Ensure that written evaluations and student records are the property of the Board
- c. Plan and prepare lessons and strategies, which support the student IEP.
- d. Identify, select and modify instructional materials to meet the needs of students.
- e. Instruct and supervise the work of volunteers and paraprofessionals when assigned.
- f. Establish and maintain effective record keeping procedures (including but not limited to IEP, textbook projections).
- g. Perform functional vision and orientation and mobility assessments on new referrals and three-year re-evaluations.
- h. Interpret eye medical reports as they relate to educational environments.
- i. Recommend appropriate specialized evaluations, as needed, such as low vision, orientation and mobility, psychosocial, and adaptive physical education.
- j. Consult with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modifications, and test administration.
- k. Monitor the student's progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment.

4. Teacher agrees to provide instruction for:

Braille reading and writing
Use of low vision devices
Use of Abacus
Typing/keyboarding
Adaptive devices (e.g., computers, note takers, tape recorders)
Listening skills
Visual efficiency
Concept development (especially for infants and early childhood students)
Daily living/self-help skills
Career readiness
Leisure and recreation skills
Social skills
Self-advocacy
Orientation and Mobility

This agreement calls for the performance of the services of Independent Training for the Blind, Inc. as an independent contractor and will not be considered as employee of the District for any purpose.

The District will assist Mrs. Wilson with background screening to ensure compliance with fingerprinting and background checks pursuant to Florida Statute. Any costs incurred are the responsibility of the contractor. Mrs. Wilson will work with the District for completion of this requirement, which must be done through the District. The District will provide written confirmation to Mrs. Wilson that she has received this clearance.

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

In the event that Mrs. Wilson shall at any time be unable to provide the services under this contract, Independent Training for the Blind may employ and furnish to perform such services, another duly qualified person who will meet employment criteria of Gadsden County School Board. Independent Training for the Blind shall be responsible for compensation of individuals employed.

Elizabeth Wilson, Vision Teacher

Date

Wilma Jackson, Director
Exceptional Student Education

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
ISSAC SIMMONS, JR., CHAIRMAN

Date

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

Date of School Board Meeting: **July 27, 2010**

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The Gadsden County School Board has an agreement with Elder Care


Services Foster Grandparent Program to maintain Fifty-six (56) Foster

Grandparent volunteers to work with ESE students with disabilities at

various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$58,800.00 FOR TEN MONTHS (\$5,880.00 PER MONTH)**

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

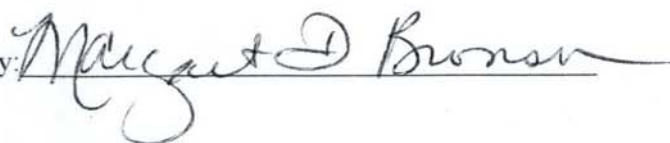
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

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revised 0591

Proof read by: 

MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

➤ This agreement shall be in effect for a 3 year period beginning: August 1, 2010, unless otherwise requested.

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

Station Representative:	<u>Wilma Jackson</u>
Position Held:	<u>Executive Director</u>
Program Representative:	<u>Mary Milton</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FIFTY SIX (56)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide 40 hours pre-service training and orientation to the volunteer(s) with assistance as needed from the Station. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed.
4. Arrange or provide in-service training for volunteers at least once per month for four (4) hours with assistance as needed from the station.
5. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
6. Provide initial background screening on the volunteers to include criminal background and name check by local law enforcement and FDLE, reference background check and employment if needed. Any other background checks desired by the station will be their responsibility. Any rechecks are also the responsibility of the stations.

7. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
8. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
9. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
10. Retain full responsibility for the management and fiscal control of the project.
11. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
12. Provide the Station with a Statement of Service on a monthly basis.
13. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

Gadsden County School Board agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

<u>Budget Item</u>	<u>Amount</u>
- 1. <u>Volunteer Support</u>	<u>\$ 58,800.00 (\$5,880.00 per month)</u>

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race, color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.
- 20. The station verifies that it is a public agency, secular or faith-based non-profit organization, or Proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.

SECTION III

The Program and Station Mutually agree:

1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

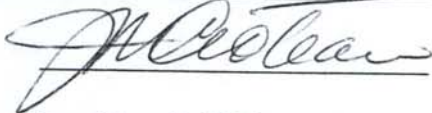
5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.
SENIOR VOLUNTEER PROGRAMS

STATION

BY: 

BY: _____

TITLE: President & CEO

TITLE: Superintendent

ADDRESS: 2518 W. Tennessee St.
Tallahassee, FL 32304

ADDRESS: 35 Martin Luther King, Jr., Blvd.
Quincy, FL 32351-1499

DATE: 7/8/10

DATE: _____

Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8g

Date of School Board Meeting: July 27, 2010

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD (HEAD START/PRE-K)

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

The Gadsden County School Board has an agreement with Elder Care Services Foster Grandparent Program to maintain FOUR (4) or more Foster Grandparent Volunteers to work with Pre-K ESE students with disabilities at various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$7,200.00 FOR TWELVE MONTHS (\$600.00 PER MONTH)**

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 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: *Margaret D Brunson*

MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board/Head Start (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect for a 3 year period beginning: August 1, 2010, unless otherwise requested.

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

Station Representative:	<u>Carolyn Harden</u>
Position Held:	<u>Head Start/Pre-K Director</u>
Program Representative:	<u>Mary Milton</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FOUR (4)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide 40 hours pre-service training and orientation to the volunteer(s) with assistance as needed from the Station. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed.
4. Arrange or provide in-service training for volunteers at least once per month for four (4) hours with assistance as needed from the station.
5. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
6. Provide initial background screening on the volunteers to include criminal background and name check by local law enforcement and FDLE, reference background check and employment if needed. Any other background checks desired by the station will be their responsibility. Any rechecks are also the responsibility of the stations.

7. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
8. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
9. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
10. Retain full responsibility for the management and fiscal control of the project.
11. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
12. Provide the Station with a Statement of Service on a monthly basis.
13. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

Gadsden County School Board/Head Start agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

<u>Budget Item</u>	<u>Amount</u>
1. <u>Volunteer Support</u>	<u>\$7,200.00 (\$600.00 per month)</u>

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race,color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.
20. The station verifies that it is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.u

SECTION III

The Program and Station Mutually agree:

1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

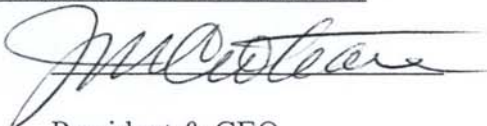
5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.
SENIOR VOLUNTEER PROGRAMS

STATION

BY: 

BY: _____

TITLE: President & CEO

TITLE: Superintendent

ADDRESS: 2518 W. Tennessee St.

ADDRESS: 35 Martin Luther King, Jr., Blvd.

Tallahassee, FL 32304

Quincy, FL 32351-1499

DATE: 7/8/10

DATE: _____

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Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

DATE OF SCHOOL BOARD MEETING: JULY 27, 2010

TITLE OF AGENDA ITEM: MEDICAID ADMINISTRATIVE CLAIMING

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 with Hillsborough County Schools will be used to satisfactorily bill fee for services to Medicaid for the Gadsden County School Board. This contract replaces a contract with Maximus, a company that no longer provides this service.

SOURCE: MEDICAID

AMOUNT: Amount billed each month by approved staff.

PREPARED BY: Wilma Jackson *WJ*
POSITION: Director of Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 6

CHAIRMAN'S SIGNATURE: page(s) numbered 6

SCHOOL BOARD ATTORNEY: page(s) numbered 6

This form is to be duplicated on light blue paper .

PROOF READ BY: Margaret D. Brown

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, by and between **THE SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA** (hereinafter referred to as the "SDHC") a body corporate and political subdivision of the State of Florida, whose principal place of business is 901 East Kennedy Boulevard, Tampa, Florida, 33602, and **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA** (hereinafter referred to as the "SBGC") a body corporate and political subdivision of the State of Florida, whose principal place of business is 35 Martin Luther King Boulevard, Quincy, Florida 32351

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

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to establish and maintain a process to provide reimbursement for services as determined by the Medicaid Certified School Match program. Both School Boards shall be subject to the following terms:

ARTICLE 1 – RECITALS

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

ARTICLE 2 – SPECIAL CONDITIONS

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

2.02 **Responsibilities of SDHC.**

2.02.1 Provide an eligibility list for SBGC on a monthly basis in a format/order as agreed upon by both parties. This process should be completed within a few days of the first day of each month.

2.02.2 Provide billing forms for each of the separate provider services of SBGC.

2.02.3 Upon receipt, either by mail delivery or e-mail, input the billing data into the Medicaid system.

2.02.4 On a scheduled basis, batch the billing data and forward electronically to the state Medicaid Office's vendor.

2.02.5 Set up the MTS system for SBGC on a secured basis at a SDHC site and separate from any other MTS operations.

2.02.6 Provide SBGC with access to remittance vouchers, while SDHC would review denials and re-bill when applicable.

2.03 **Responsibilities of SBGC.**

2.03.1 Provide a list of ESE students on a monthly basis for the purpose of establishing eligibility. The list should be provided by SBGC's Information Services Dept. as per the parameters of the MTS 2 program.

2.03.2 Distribute to and collect from the providers, the billing forms as necessary.

2.03.3 Forward the billing forms, either by mail or e-mail, to SDHC.

2.03.4 Provide SDHC with the necessary data for the set-up of the MTS. This would include:

- a. Site name & number if appropriate,
- b. List of service providers and service type,
- c. NPI Numbers,
- d. EDS user names and passwords by service provider

2.03.5 Reimburse SDHC at a rate of \$.30 per paid claim line. To be paid upon receipt of invoice.

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

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

ARTICLE 3 – GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

To SDHC: Superintendent of Schools
The School Board of Hillsborough County, Florida
901 East Kennedy Boulevard
Tampa, Florida 33602

With a Copy to: Gretchen Saunders
The School Board of Hillsborough County, Florida
901 East Kennedy Boulevard
Tampa, Florida 33602

To SBGC: Superintendent of Schools
The School Board of Gadsden County, Florida
35 Martin Luther King Boulevard
Quincy, Florida 32351

With a Copy to: Wilma Jackson
The School Board of Gadsden County, Florida
35 Martin Luther King Boulevard
Quincy, Florida 32351

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

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

3.20 **Excess Funds.** Any party receiving funds under this Agreement agrees to promptly notify SBGC of any funds erroneously received upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to the proper authority subject to confirmation of the overpayment by both parties.

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

FOR "SDHC"

(Corporate Seal)

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

ATTEST:

By: *Susan L. Valdes*
Susan L. Valdes
School Board Chair

MaryEllen Elia
MaryEllen Elia
Superintendent

Approved as to Form

Thomas M. Gonzalez
Thomas M. Gonzalez
School Board Attorney

FOR "SBGC"

(Corporate Seal)

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

ATTEST:

By: _____

School Board Chair

Superintendent

Approved as to Form

School Board Attorney

Witness

Witness

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8i

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEM: Agreement with Florida Solar Energy Center for East Gadsden High and Havana Middle

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for Board approval of the SunSmart Schools Emergency Shelter School Agreement. The Agreement would provide for the installation of a 10 kw or larger photovoltaic system, data collection system and accompanying educational component at East Gadsden High and Havana Middle.

FUND SOURCE: not applicable

AMOUNT: not applicable

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered n/a

CHAIRMAN'S SIGNATURE: page(s) numbered page 3 of the agreement

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

MEMORANDUM

Date: July 15, 2010
To: Reginald James, Superintendent
From: Wayne Shepard, Director of Facilities
RE: Agenda Request - SunSmart Schools Emergency Shelter Program

The following is additional information regarding this agenda request. On April 12, 2010, the Maintenance Department submitted a grant application for East Gadsden High School (EGHS) and Havana Middle School (HMS) under the SunSmart Schools program to the Florida Solar Energy Center (FSEC). The FSEC is a research institute within the University of Central Florida. On April 26, 2010, the FSEC sent notification that both locations had been selected as one of ninety tentative finalists. In order to finalize the commitment, the attached agreement will need to be executed. Site visits were conducted with an FSEC representative, District staff and Gadsden County Emergency Management staff on Tuesday, June 22, 2010 with suitability confirmed on June 28, 2010 and July 7, 2010. At EGHS, the photovoltaic system would serve Building #300 (classrooms). At HMS, the photovoltaic system would serve Building #11 (gymnasium). The attached sheets outline more specific program information. Additionally, the FSEC will be providing and installing new fixtures in the gymnasium at HMS that would be served by the photovoltaic system.

The Finance Department has stated no concerns at this time. Pat Thomas and Associates Insurance, Inc. have confirmed that there would be an increase to the premium with this new equipment. The exact amount of the increase can be determined once the specific equipment to be installed and its value are known. An estimate will be available at the meeting. A stipend will be provided to assist with hiring a substitute or travel expenses for employees attending the required training workshops. These workshops are limited to two teachers and one facility manager per school because of funding. However, if space is available and the District is willing to incur the costs then more personnel are welcome to attend.

The District will need to provide the data connection that will send information from the photovoltaic array for use and display on the website, www.energywhiz.com. The Attorney has reviewed the agreement and her comments have been incorporated into the attached document.

Additionally, Honeywell Building Solutions and Talquin Electric Cooperative, Inc. have communicated interest in supporting this project.

Should the Board choose to execute the agreement, the District commits to the program requirements referenced in Paragraphs # 1 thru #13 in the attached agreement. Once the District commits, the next steps include installation, acceptance test, training workshops, incorporation into curriculum and education and outreach.



**SunSmart Schools Emergency Shelter
School Agreement**



This Agreement (“Agreement”) is entered into by and between the University of Central Florida, by and on behalf of its Board of Trustees, for the benefit of the Florida Solar Energy Center (“FSEC”) and the the School Board of Gadsden County (“School Board”). This Agreement is effective as of July 27, 2010 and extends through March 2012 and is applicable to East Gadsden High School and Havana Middle School.

FSEC has been awarded a grant from the Florida Energy and Climate Commission to facilitate Florida’s SunSmart Schools Emergency Shelter Program. The School Board agrees and agrees to require that each school chosen to participate in Florida’s SunSmart Schools Emergency Shelter Program comply with the following program requirements:

- 1) The chosen school will accept the installation of an FSEC approved Photovoltaic (PV) system, data collection system and appropriate signage (which will be no larger than 2' x 3') at the school.
- 2) The chosen school will cooperate with utility personnel, contractors and FSEC staff members to facilitate the installation of the PV system and understands they will be responsible for allowing access to school property.
- 3) The chosen school will provide school personnel to supervise and assist FSEC personnel while on school property.
- 4) In the event that an electrician is required to install a service panel for the shelter critical loads, the School Board agrees to provide staff to oversee said electrician and notify FSEC when the work is satisfactorily completed.
- 5) The School Board understands that the PV system must be connected to the utility grid in accordance with all applicable Florida Public Service Commission interconnection tariff requirements, the national electrical code and all applicable local codes.
- 6) The School agrees to coordinate with the installer to locate a suitable location for the inverter within 250 ft. of the PV array.
- 7) The School Board agrees to provide Internet access (T1, cable, etc) with a dedicated network port located in close proximity (within 5 feet) to the PV system inverter. The School Board is responsible for making the connection as described above, including the cost of hardware and labor.

- 8) The chosen school will coordinate with district IT personnel to allow the data monitoring connection from the data monitoring system to penetrate the School computer network firewall.
- 9) The School Board agrees to allow FSEC to track the performance of the PV system's output for a minimum of five (5) years and make this data available to the general public. The School Board furthermore agrees to release any rights to this collected data.
- 10) The School Board agrees to send two employees to attend a regional six-hour orientation workshop hosted by FSEC. The employees will then facilitate a district in-service or onsite training for teachers and other employees in the school district about renewable energy education curriculum and the Energy Whiz website.
- 11) The School Board agrees to send a minimum of one employee to attend a regional seven-hour facility manager workshop hosted by FSEC.
- 12) The School Board will require the chosen school to provide documentation of its progress and efforts in incorporating renewable energy education content into the curriculum—i.e. lessons plans, photos, event flyer, etc.
- 13) The School Board will promote the SunSmart Schools Emergency Shelter Program through appropriate outreach events (i.e. open house) to educate the general community about the PV system and how it works.
- 14) UCF assumes any and all risks for personal injury or property damage attributable to the negligent acts or omissions of UCF and its officers, employees, servants, and agents thereof while acting within the scope of their employment by UCF. The School Board assumes any and all risks of personal injury or property damage attributable to the negligent acts or omissions of School's officers, employees, servants, and agents in furtherance of the obligations of School under this agreement. UCF warrants and represents that it is self-funded for liability insurance, both public and property, with said protection being applicable to officers, employees, servants, and agents while acting within the scope of their employment by UCF. UCF and the School Board further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State Florida beyond the waiver provided in Section 768.28, Florida Statutes.
- 15) In no event will either party be responsible for any incidental damages, consequential damages, exemplary damages of any kind, lost goodwill, lost profits, lost business and/or any indirect economic damages whatsoever regardless of whether such damages arise from claims based upon contract, negligence, tort (including strict liability or other legal theory), a breach of any warranty or term of this agreement, and regardless of whether a party was advised or had reason to know of the possibility of incurring such damages in advance

16) This Agreement and the rights of the Parties will be governed and construed in accordance with the laws of the Florida.

17) The relationship between the parties established by this Agreement is that of independent contractors. Nothing contained in this Agreement shall be applied, interpreted or construed to give either party the power to direct and control the activities of the other. This agreement may be terminated by either party by giving a minimum of 30 days written notice to the other.

18) This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one and the same document.

19) The terms set forth in this Agreement constitute all the terms and conditions agreed upon by the parties

Chairperson (signature)

Date

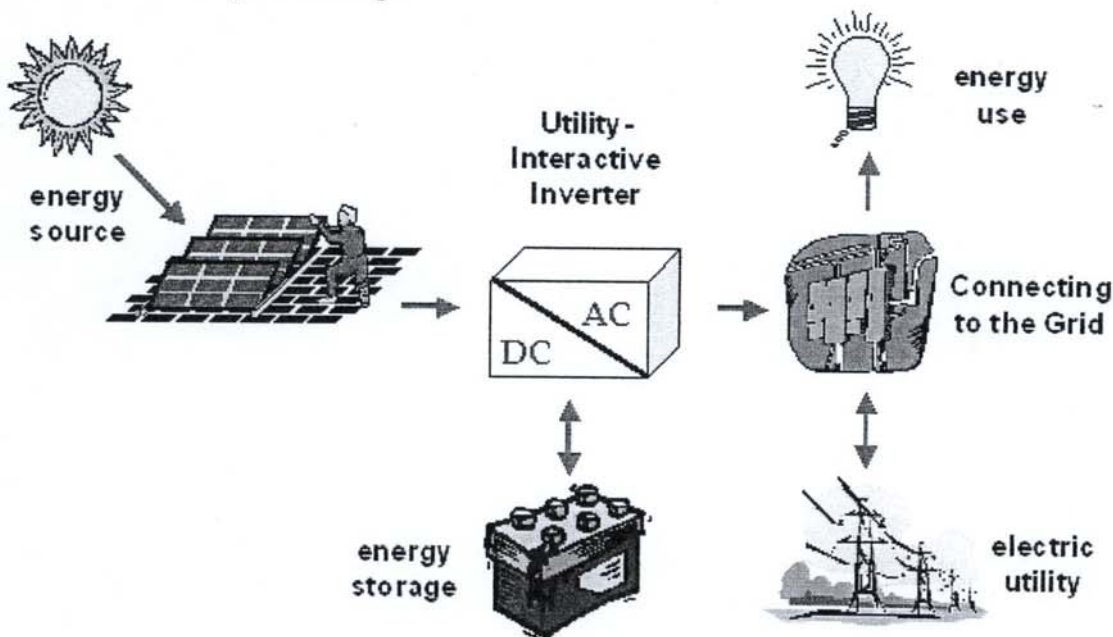
Chairperson (printed)

University of Central Florida (signature)

Date

University of Central Florida (printed)

As part of the SunSmart Schools Emergency Shelter Program, each shelter school will be competitively selected to receive a minimum of 10 kW Photovoltaic (solar electric) emergency shelter power system. This system will feature a battery back-up that provides power to critical loads in the emergency shelter in the event of electrical power outage.



The Photovoltaic System Equipment

The program's solar electric photovoltaic (PV) system is directly connected to the utility grid during normal operation, but can also operate independently from the electric grid using the batteries in the system. The PV system includes only UL-listed hardware and meets all local, state, and national electric code and utility equipment and interconnection requirements.

The PV system primarily operates in parallel with the utility grid. Should utility power be lost, the PV system will automatically switch to stand-alone mode as required by utility safety requirements. The AC power from the PV system will be tied into the building's critical loads circuit panel for connection to the facility's 120/208 three-phase service.

Each system features a photovoltaic array using modules that have been tested and approved by the Florida Solar Energy Center (FSEC). A 10-kW PV system requires approximately 1000 sq. ft. of unobstructed, unshaded space—larger systems need incrementally greater space. The system also features one or more inverters which convert DC electricity from the solar panels to AC electricity which can be used by items in the school.

The Data Collection Equipment

The Florida Solar Energy Center will use hardware that is connected to the photovoltaic array to collect and display data. This data (in 15 minute data points) can be used in classroom learning objectives. The data is automatically analyzed to display daily and cumulative electricity generation. The software will calculate and display avoided production of certain air pollutants that would have been emitted had the electricity been generated instead by the typical energy mix of power plants in Florida.

The Energy Whiz website includes the following teacher and student friendly features using data from your school:

- general school information and photo
- kWh meter (electricity)
- DC power, current and voltage (electricity coming from the solar array)
- AC power, current, and voltage (electricity going into the electric grid)
- irradiance (solar radiation)
- ambient temperature (outdoor air temperature)
- module temperature (temperature of the solar panels)
- amount of air pollutants avoided by the use of the PV panel versus what would have been produced had fossil fuel electric power plant electricity been used.

Mounting Options

Several mounting options for the system are available:

- **Roof Mount:** The PV system can be mounted on the south-facing side of a roof, using an aluminum and stainless steel mounting system. Any penetrations to the roof are completely sealed.
- **Ground Mount:** The PV system is mounted on the ground behind a locked fence. The modules are raised by using aluminum legs.
- **Pole Mount:** The modules are mounted on a metal or concrete pole located on school grounds.
- **Canopy Mount:** The PV system is mounted so that it provides roofing over a walkway, or becomes a canopy over an entrance or a bank of windows.

Permitting, Installation and System Commissioning

The PV system installer has assumed responsibility for designing, installing, commissioning, and maintaining the PV System during the program. The installer will be expected to coordinate with the local utility to ensure that the system is properly interconnected to the utility grid and that all the necessary permits are secured. The installer will obtain all necessary building and electrical permits from the responsible jurisdiction, and also assist school and district personnel in completing the required interconnection agreement from the local utility. The Florida Solar Energy Center (FSEC) will conduct an acceptance test on each site upon system commissioning.

Product Warranty

Inverters have a standard five-year unconditional warranty, which states that the inverter will be free of defects in materials and workmanship. The warranty states that the manufacturer will, at its option, repair or replace the inverter, refund the purchase price, or provide the purchaser with a new inverter, provided that the degradation is determined to be due to defects in materials and workmanship under normal installation, application, and use. Installers or FSEC may charge a minimal fee to cover the cost

of additional labor associated with warranty claims.

The photovoltaic modules come with a limited warranty, which states that the power rating of the individual PV modules at standard test conditions (STC) will remain at 80% or greater of the module's original power rating for either a 20-year or 25-year period, depending on manufacturer. The warranty states that the manufacturer will, at its option, repair or replace the product, refund the purchase price, or provide the purchaser with additional modules to make up for lost power. Installers or FSEC may charge a minimal fee to cover the cost of additional labor associated with warranty claims.

Five-Year System Warranty

The system installer warrants the school's PV System to operate as specified in the installation manual and to be free of material and labor defects for a period of five (5) years following the date of commissioning. This warranty runs in parallel with the module and inverter warranties.

Educational Component

The overall educational goal of this program is to increase the number of educators who teach the science and technology of renewable energy and therefore increase the number of students who are exposed to these concepts.

The energy education component of the SunSmart Schools Emergency Shelter program will create a venue for teachers to explore renewable energy, energy efficiency and energy conservation using inquiry based activities, as well as materials in science kits and data presented on the Energy Whiz website. Through expanded content knowledge, educators will gain confidence and understanding of the energy concepts to help them in teaching these concepts in the classroom.

Educational Objectives

- Students will gain a basic understanding of how solar thermal and photovoltaic systems work
- Students will improve their skills in science and mathematics through the use of inquiry methods as they explore concepts of energy
- Students will understand the importance of renewable energy, energy efficiency and energy conservation to their future
- Students will be exposed to careers in the renewable energy and green industries

Program Timeline

- March 29, 5:00pm EST - School application due date
- April 9, 2010 - Selected schools will be posted and notified
- April 14, 2010 - Informational Webinar
- August 2010 through February 2012 - Teacher and Facility Managers workshops
- April 20, 2012 - All systems installed, program closing date.

The Florida Solar Energy Center reserves the right to extend these deadlines if deemed necessary.

Program Implementation

The school will send a minimum of two faculty members to attend a six hour regional orientation workshop hosted by the Florida Solar Energy Center. The workshop will provide educators with valuable guidance on incorporating the FSEC solar educational materials and curriculum into the classroom as well as using the EnergyWhiz web based learning tools. A kit of hands-on solar classroom

laboratory materials will be provided to each school, as well as a stipend for either travel or substitute pay. Each teacher upon attendance will also receive classroom curricula materials.

The school will send a minimum of one facilities management personnel to attend a seven hour regional facilities manager workshop hosted by the Florida Solar Energy Center. This program will provide facilities managers with tips for appropriately and safely operating, maintaining and troubleshooting their PV system, as well as additional information about efficient building use and energy practices. County emergency management personnel will also be invited to participate in the facilities manager workshop.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8j

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEMS: Memorandum of Agreement with Gadsden County Health Department

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

The attached Memorandum of Agreement (MOA) outlines the various responsibilities of the District and the health services provided by the Gadsden County Health Department for the 2010-2011 school year.

FUND SOURCE: General Fund

AMOUNT: \$100,100.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

MEMORANDUM OF AGREEMENT

Between

Gadsden County Schools

And

Gadsden County Health Department

MOA# - 004 (2010 – 2011)³

Background

Gadsden County Schools envision communities where children and youth lead positive, secure, and happy young lives while developing the skills, knowledge, and competencies necessary for fulfilling, contributing adult lives. The Gadsden County School District is committed to a future where all children and youth live in families and communities that promote their positive development. The Gadsden County Schools agree to collaborate with the Gadsden County Health Department to deliver health care and health education programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive, contributing lives.

Each Party Agrees to:

1. Promote a coordinated effort between the Gadsden County Schools and the Gadsden County Health Department and their staff to achieve maximum health and academic success of students and staff.
2. Comply with relevant state and federal law, and rules and regulations governing handling, storage and access to Department of Education student records and Department of Health medical records. The School District shall have access to all Health Department records that are directly pertinent to this agreement; with the exception of super confidential student records that are protected by HIPAA (Health Insurance Portability and Accountability Act). The health department shall retain all required financial records for five (5) years after the district makes the final payment and all other pending matters are closed.
3. Develop cooperative procedures for administering health care, data collection, record keeping, and immunization compliance.
4. Jointly plan and provide training opportunities for health and school district personnel.

Gadsden County Schools agrees to:

1. Pay \$100,100 annually to ensure that 11 of the district's School Clinics will have health care professionals assigned. This amount shall be paid in four quarterly installments of \$25,025. Please note that all invoices/notices sent to the Gadsden County School District will require a minimum of seven (7) days and a maximum of fifteen (15) days to process once, invoice is received from the Gadsden County Health Department.
2. Provide Health Department staff access to the district phone messaging service to relay Back-to-School information for students and their families concerning immunizations and school physical requirements and any health advisories that become necessary to protect the students and faculty.
3. Provide daily janitorial and as needed maintenance services to each school clinic facility.
4. Provide Health Department staff access to the district's TERMS data-system for use of a computerized charting program (Health Office) to store/document student health information and conduct Medicaid billing. The district will house the Gadsden County Health Department's server; this server will be utilized as back-up to the web based program as needed...run the charting program. The district will also be responsible for uploading student data to Health Master on a weekly base, maintainance and troubleshooting this computer network system in a timely manner.
5. Appoint a School Health Coordinator from the Gadsden County School District to sever as a liaison with the Gadsden County Health Department.

Gadsden County Health Department agrees to:

1. Provide Comprehensive Health Care to the schools listed below: [*These services include basic health services and student health management, interventions and classes to reduce risk-taking behaviors, violence and injury prevention, and services to reduce teen pregnancy and promote return to school after giving birth. Comprehensive school health services provide more in-depth health management through the increased use of registered nurses (RN) for assessments, interventions, case management, and improving access to health care through referrals to insurance programs and family physicians*"]
 - Chattahoochee Elementary
 - George W. Monroe Elementary
 - Greensboro Elementary
 - Gretna Elementary
 - Havana Elementary
 - Havana Middle School
 - Shanks Middle School
 - Stewart Street Elementary
 - St. John Elementary
 - West Gadsden School Clinic

2. Provide Full Service Health Care to students at East Gadsden School Clinic [*"Full Service Schools provide the infrastructure that is necessary to coordinate and deliver services donated by community partners and participating agencies. This program focuses on underserved students in poor, high risk communities needing access to medical and social services, as identified through demographics. Full Service Schools provide all basic school health services, in addition to the coordination of medical and specialized social services, such as: nutritional services, economic and job placement services, parenting classes, counseling for abused children, mental health and substance abuse counseling, and adult education for parents."*]
3. Provide immunization services and Cumulative Record Review to all of the district's schools.
4. All assigned School Health employees shall work from 7:30 a.m. to 4:00 p.m. on school days, with the exception of occasional mandatory training days.
5. Provide hearing, vision, scoliosis, and BMI (body mass index) screenings as appropriate to 1st, 3rd, 6th, and 9th grade students only. Any other student screening will be on an as-needed basis.
6. To supply the computers and licenses for the Health Office program, and is responsible for all hardware (i.e. computers, printers, etc...) issues related to this program.
7. Provide Bloodborne Pathogen and Medication In-services for professional development.
8. Assist Gadsden County Schools in identifying health issues and statistics that may be used to support grants for health initiatives.
9. Organize and facilitate at least one Health Fair at each of the 11 identified schools per year.
10. Provide the Gadsden County School's Financial Office with quarterly invoices or written notice of agreed upon monetary funds with due date enclosed. This invoice/notice shall include documentation describing the services rendered. The Gadsden County Health Department will invoice the Gadsden County School District on/or approximately:
 - September 30, 2010
 - December 30, 2010
 - March 30, 2011
 - June 30, 2011

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Gadsden County Schools and the Gadsden County Health Department mutually agree that:

The parties hereto contemplate this contract to run for the duration of 7/1/2010 thru 6/30/2011. This Memorandum of Agreement shall be reviewed annually, to determine its continuation and/or need for modification as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

In WITNESS WHEREOF, the School Board of Gadsden County, Florida and the Gadsden County Health Department and have executed the AGREEMENT.

Chairman of
The School Board of Gadsden County, Florida

Date

ATTEST BY Reginald James
Superintendent of Schools

Date

Marlon Hunter, M.A.
Administrator, Gadsden County Health Department

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8k

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEM: Memorandum of Understanding Between the Gadsden County Classroom Teachers Association and the Gadsden County School District

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

Board approval is requested for a Memorandum of Understanding with the Gadsden County Classroom Teachers Association regarding successful negotiations of the Race To The Top Grant.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Reginald C. James

POSITION: Superintendent of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

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MEMORANDUM OF UNDERSTANDING

Gadsden County Classroom Teachers' Association and Gadsden County School
District

Re: Successful Negotiations of the Race to the Top Grant

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

WHEREAS, the Gadsden County Classroom Teachers' Association is the certified bargaining agent for Gadsden County.

WHEREAS, The School Board of Gadsden County is the employer and party to the collective bargaining agreement with the Gadsden County Classroom Teachers' Association.

WHEREAS, The RTTT Application and Plan will involve mandatory subjects of collective bargaining pursuant to Chapter 447 of the Florida Statutes; and

WHEREAS, there is a need for a mutual understanding that the Gadsden County Classroom Teachers' Association and the Gadsden County School Board are willing to use best efforts to negotiate terms and conditions necessary for submitting the RTTT Application and Plan: and

WHEREAS, the parties agree that it is not the intent to impair or abrogate the terms and conditions of the parties negotiated collective bargaining agreement nor shall the Gadsden County Classroom Teachers' Association be required or obligated in any manner to waive any of the Gadsden County Classroom Teachers' Association's rights under the Florida Constitution, Florida Statutes or the current collective bargaining agreement; and,

WHEREAS, the parties recognize that the successful execution of the Race to the Top Grant is wholly dependent upon the cooperative and collaborative efforts of

the parties and that utilization of Florida Statute 447.403 is counter productive to achieving the goals contained within Race to the Top Grant.

NOW, THEREFORE, the parties agree as follows:

1. The parties agree that the execution of the FLDOE MOU constitutes support of the goals and objectives of the RTTT. The parties further agree that said signature does not constitute agreement to modify the existing CBA or to negotiate additional language consistent with the elements of the FLDOE Preliminary Scope of Work. The parties, however, agree to engage and use their best efforts to develop a mutually agreeable plan to address reforms consistent with the objectives of RTTT.
2. The parties agree to use best efforts to develop a negotiated, mutually agreed upon implementation plan in the areas identified by the parties as part of the Plan. The signature of the Union President on the MOU does not constitute an agreement to (a) reopen or otherwise modify the CBA, unless and until a subsequent negotiated time specific waiver or other agreement has been mutually agreed upon by the Gadsden County Classroom Teachers' Association and the School Board of Gadsden County or (b) limit or waive its rights and protections under the Florida Constitution, the Florida Public Employees' Relations Act and other applicable laws.
3. If an RTTT grant is awarded, the parties agree that any items in the Plan that impact wages, hours or terms and conditions of employment or that may modify the current CBA are subject to bargaining in accordance with Chapter 447.
4. Any items relating to the RTTT Application or Plan that are unsuccessfully negotiated between the parties specifically for the purpose of applying for or receiving the RTTT grant award will not be subject to the impasse procedures set forth in Chapter 447. Neither party will unilaterally declare impasse under Chapter 447 during negotiations of any provisions specifically for the purpose of applying for or receiving the RTTT Grant Award.
5. In the event that negotiations result in modification to the existing CBA, the Gadsden County Classroom Teachers' Association and the School Board of Gadsden County agree that such modifications expire upon either the expiration of the RTTT grant or upon the expiration of the funding of the grant, whichever occurs first.

6. The Gadsden County Classroom Teachers' Association and the School Board of Gadsden County agree that if bargaining according to this MOU results in any modification to the current CBA in order to comply with the RTTT requirements, then such will not operate as status quo (it being understood that said RTTT modifications shall expire at the end of the term of the current CBA unless otherwise mutually extended by the parties).
7. The parties acknowledge that portions of the RTTT Application and Plan implicate mandatory subjects of bargaining under the Florida Constitution and Chapter 447. The parties acknowledge that the issues such as performance pay, salary additives and reduction in force can best and most effectively be addressed at the local level, as evidenced by provisions of the current CBA.
8. The parties agree that after good faith negotiations should there fail to be a fully ratified and non-imposed agreement; the parties are released from any obligation to continue in the Race to the Top Grant.

This Memorandum of Understanding shall expire _____.

School Board Chairperson

Date

Superintendent

Date

GCCTA President

Date

BBSU Executive Director

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 81

DATE OF SCHOOL BOARD MEETING: 7/27/10

TITLE OF AGENDA ITEM: Head Start/Pre-K Program Improvement Plan

DIVISION: Head Start/Pre-K

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

PURPOSE AND SUMMARY OF ITEM:

Board's approval of HeadStart/Pre-K Program 2010-2011 Program Improvement Plan

FUND SOURCE: Head Start/Pre-K

AMOUNT: \$0.00

PREPARED BY: Carolyn Harden *CH*

POSITION: Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered n/a

CHAIRMAN'S SIGNATURE: page(s) numbered 11 (last page)

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REVIEWED BY: *Cathy Austin, Adm. Assistant*

Gadsden County School Board

2010-11

**Head Start/Pre-K
Program Improvement Plan**

Head Start/Pre-K Program Improvement Plan 2010-11

Child Health, Safety, Nutrition & Mental Health Services:

Strengths:

- Local Dentist on site at Head Start/Pre-k Registrations
- School Nursing staff located at all school sites
- Head Start and Early Head Start Health Coordinators work closely together
- Strong Community Partnerships and collaboration (i.e. WIC, School Health Personnel, Health Department)
- Strong, active Health Advisory Committee
- Mental Health Provider is very accessible to parents and staff, and provides services in a timely manner.

Areas Needing Improvement:

- Lead testing on all Head Start children
- Playground maintenance
- Parents' approach to managing challenging behaviors at home
- Parents' awareness of the importance of maintaining a schedule of well child care as recommended by their child's doctor

Areas Needing Immediate Improvement:

- N/A

Corrective Actions:

- Contract with Providers to conduct blood lead testing on all enrolled Head Start children.

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Maintain playgrounds at all school sites through a contracted lawn service.

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Train parents on appropriate techniques to manage challenging behaviors through newsletters, home visits, workshops, etc.

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Train parents on preventive healthcare practices, and the importance of timely physicals and immunizations as it relates to this.

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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Persons Responsible:

- Health Coordinator

Education, Early Childhood Development & Disability Services:

Strengths:

- Classroom materials and equipment to support curriculum
- Resource Teachers as Mentor Teachers have classroom contact on a weekly basis
- Child Assessment Instrument (LAP-3) and Red-e-Learner database.
- Resources for children with disabilities are provided through the school system
- Imagine It Curriculum (In line with School District)

Areas Needing Improvement:

- Teachers' knowledge and management of children with varying behaviors and exceptionalities
- Sensitivity to cultural differences
- Communication between ELL children/parents, and staff
- Positive classroom learning environments
- Parent involvement
- Teamwork between teachers and paraprofessionals

Areas Needing Immediate Improvement:

N/A

Corrective Actions:

- C.P.I. (Crisis Prevention Intervention) training

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

- Positive Discipline training

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

- Cultural diversity/sensitivity training

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Continue conversational Spanish training

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Contract with PAEC and/or individual for continued translation of English forms/correspondence into Spanish

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Complete Classroom assessment Scoring System (CLASS) on each classroom

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Team building training

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

Persons Responsible:

- Education Coordinator
- Resource Teachers

Family and Community Partnerships/ERSEA

Strengths:

- Family Services Staff available to assist each classroom and parents as needed
- Strong Community Partnerships
- Regular Staff Meetings to discuss issues as they arise
- Parents aware of how to access the Head Start Program
- Staff enrolled in conversational Spanish class to assist Spanish speaking parents
- Active Policy Council/Center Committee
- Staff participation in whole Child Council (Gadsden)

Areas Needing Improvement:

- Teacher awareness of their roles/responsibilities as related to reporting and following up on student absenteeism and attendance
- Teachers and Parents need greater awareness of child abuse/neglect, and mandated reporting procedures
- Parent attendance at trainings provided throughout the program year
- Male Involvement within the Head Start program

Areas Needing Immediate Improvement:

- N/A

Corrective Actions:

- Train teachers on procedures related to attendance/absentee reporting and follow-up (Pre-Service training)

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

- Mid-week attendance checks will be conducted by Family Services Staff

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Child abuse awareness training will be conducted during Pre-Service for all staff

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

- Child Abuse awareness training will be provided for Head Start parents

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Parents will be encouraged to attend trainings/meetings that are provided by the Head Start program throughout the school year

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Provide more opportunities for Male Involvement to attend meetings at their centers

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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Persons Responsible:

- Family Services Coordinator
- Parent Involvement Coordinator
- Family Services Staff

Program Design & Management:

Strengths:

- Active Policy Council
- Fiscal assistant works directly with Director and Assistant Superintendent of Business and Finance
- No audit findings from annual audit
- Ability to easily access financial reports
- Established and involved parent committees at all sites
- Full support from School Board
- Property is inventoried annually
- Computerized record-keeping system
- Staff Qualifications
- Management Team and staff work closely together
- Financial Reports submitted on time
- Full-time Fiscal Assistant to work with district Comptroller
- Bilingual staff member
- Non-Federal Share documented
- Timely financial reports
- Community Assessment, Self-Assessment, and monitoring are all used for program planning

Areas Needing Improvement:

- Strengthen internal controls
- Strengthen Governing Body involvement
- Increase staff training of new and current staff

Areas Needing Immediate Improvement:

N/A

Corrective Actions:

- Conduct intensive Head Start training for Board

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

- Appoint liaison from Board to attend Policy Council Meeting

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011

- Schedule in-depth New Staff Orientation (on-going as new staff members are hired)

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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- Conduct regularly scheduled staff meetings for Instructional Staff

Time Line:

Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011	Aug. 2011	Sept. 2011	Oct. 2011	Nov. 2011
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Persons Responsible:

- Program Director

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8m

DATE OF SCHOOL BOARD MEETING: 7/27/10

TITLE OF AGENDA ITEM: Gadsden County School Board Head Start
2010-2011 Refunding Application

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

Board's approval of Head Start 2010-2011 Refunding Application

FUND SOURCE: Head Start

AMOUNT: \$2,028,014

PREPARED BY: Carolyn Harden *C.H.*

POSITION: Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered n/a

CHAIRMAN'S SIGNATURE: page(s) numbered 1, 4, 6 and 66

This form is to be duplicated on light blue paper.

REVIEWED BY: Cathy Austin, Adm. Assistant

**APPLICATION FOR
FEDERAL ASSISTANCE**

		2. DATE SUBMITTED:	Applicant Identifier 04CH0241
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE:	State Application Identifier
Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY:	
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Federal Identifier 04CH0241 - 000	
5. APPLICANT INFORMATION			
Legal Name: GADSDEN COUNTY SCHOOL DISTRICT		Organizational Unit: Department: HHS: Office of Head Start	
Organizational DUNS: 152811279		Division: HHS: Office of Head Start	
Address: Street: 35 Martin Luther King, Jr. Boulevard		Name and telephone number of the person to be contacted on matters involving this application (give area code)	
City: Quincy		Prefix: Mrs. Middle Name:	
County: N/A		First Name: Carolyn	
State: FL Zip Code: 32351		Last Name: Harden	
Country: N/A		Suffix:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 596000615		Phone Number (give area code) (850)627-3861	Fax Number (give area code) (850)875-8790
8. TYPE OF APPLICATION <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): Other (specify)		7. TYPE OF APPLICANT (enter appropriate letter in box) <input checked="" type="checkbox"/> H Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93.600 TITLE (Name of Program): Head Start / Early Head Start		9. NAME OF FEDERAL AGENCY: HHS / ACF / OHS	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States etc.): Gadsden County		11. DESCRIPTION TITLE OF APPLICANT'S PROJECT: 2010-2011 Gadsden County School Board Head Start Refunding Application	
13. PROPOSED PROJECT: Start Date: 12/01/2010 Ending Date: 11/30/2011		14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 02 b. Project: 02	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$2,028,014	a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$507,004	Date:	
c. State	\$0	b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d. Local	\$0	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$0	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
g. Total	\$2,535,018		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Authorized Representative			
Prefix: Mr.		First Name: Isaac	Middle Name:
Last Name: Simmons		Suffix:	
b. Title: Authorizing Official		c. Telephone number: (850)627-3861	
d. Signature of Authorized Representative:		e. Date Signed:	

GABI - SF424A Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

BUDGET INFORMATION - Non Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program, Function, or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1 Program Operation	93.600	\$0	\$0	\$2,001,472	\$507,004	\$2,508,476
2 TTA	93.600	\$0	\$0	\$26,542	\$0	\$26,542
3		\$0	\$0	\$0	\$0	\$0
4		\$0	\$0	\$0	\$0	\$0
5 Total (Sum of lines 1-4)		\$0	\$0	\$2,028,014	\$507,004	\$2,535,018
SECTION B - FEDERAL RESOURCES						
GRANT PROGRAM, FUNCTION, OR ACTIVITY						
6. Object Budget Categories	(1) Program Operation	(2) TTA	(3)	(4)	Total	
a. Personnel	\$1,322,632	\$0	\$0	\$0	\$1,322,632	
b. Fringe Benefits	\$428,116	\$0	\$0	\$0	\$428,116	
c. Travel	\$16,500	\$0	\$0	\$0	\$16,500	
d. Equipment	\$0	\$0	\$0	\$0	\$0	
e. Supplies	\$41,500	\$3,300	\$0	\$0	\$44,800	
f. Contractual	\$38,160	\$9,367	\$0	\$0	\$47,527	
g. Construction	\$0	\$0	\$0	\$0	\$0	
h. Other	\$77,499	\$13,875	\$0	\$0	\$91,374	
i. Total Direct Charges (sum of 6a - 6h)	\$1,924,407	\$26,542	\$0	\$0	\$1,950,949	
j. Indirect Costs	\$77,065	\$0	\$0	\$0	\$77,065	
k. Totals (sum of 6a - 6j)	\$2,001,472	\$26,542	\$0	\$0	\$2,028,014	
7. Program Income	\$0	\$0	\$0	\$0	\$0	

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 Prescribed by OMB Circular A-102

July 12, 2010

GABI - SF424A Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

BUDGET INFORMATION - Non Construction Programs

OMB Approval No. 0348-0044

SECTION C - NON-FEDERAL RESOURCES					
Grant Program (a)	Applicant (b)	State (c)	Other (d)	Total (e)	
8 NFS	\$507,004	\$0	\$0	\$507,004	
9	\$0	\$0	\$0	\$0	
10	\$0	\$0	\$0	\$0	
11	\$0	\$0	\$0	\$0	
12 Total (Sum of lines 8-11)	\$507,004	\$0	\$0	\$507,004	
SECTION D - FORECASTED CASH NEEDS					
Budget Category	Current Year Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13 Federal	\$2,028,014	\$507,004	\$507,004	\$507,004	\$507,002
14 Non-Federal	\$507,004	\$126,751	\$126,751	\$126,751	\$126,751
15 Total (Sum of lines 13-14)	\$2,535,018	\$633,755	\$633,755	\$633,755	\$633,753
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
Grant Program (a)	FUTURE FUNDING PERIODS (Years)				
	First (b)	Second (c)	Third (d)	Fourth (e)	
16 Program Operation	\$0	\$0	\$0	\$0	
17 TTA	\$0	\$0	\$0	\$0	
18	\$0	\$0	\$0	\$0	
19	\$0	\$0	\$0	\$0	
20 Total (Sum of lines 16-19)	\$0	\$0	\$0	\$0	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	\$1,950,949	22. Indirect Charges:	\$77,065		
23. Remarks:					

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 Prescribed by OMB Circular A-102

**Gadsden County School Board Head Start/Pre-k Program
Head Start Refunding Application
School Board Approval
2010-2011**

The Gadsden County School Board met and approved the 2010-2011 Head Start Refunding Application on the ____ day of July, 2010.

Isaac Simmons, Board Chairperson

Date

**Gadsden County School Board Head Start/Pre-k Program
Head Start Refunding Application
Policy Council Approval 2010-2011**

The Gadsden County Head Start/Pre-k Policy Council met and approved the 2010-2011 Head Start Refunding Application on the ____ day of July, 2010.

Lillian Johnson, Chairperson

Date

Gadsden County School District (04CH0241)
Head Start Program
2010-2011 Employee Compensation Cap Assurance Statement

“We have reviewed the requirement of the new Head start Act, Section 653, that limits the compensation of Head Start staff. We certify that Head Start funds will not be used to pay any part of the compensation of any individual employed by a Head Start agency if that individual’s compensation exceeds the rate payable for Level II of the Executive Schedule (currently \$179,700). Furthermore, our agency does not employ any individuals whose pay exceeds the aforementioned salary cap.”

SIGNATURE: _____

TITLE: **Board Chairperson**

DATE: _____

GADSDEN COUNTY HEAD START

2010-11 REFUNDING APPLICATION FULL PROJECT DESCRIPTION

I. Objectives, Need for Assistance, and Geographical Area

A. Program Demographics:

Gadsden County is located in the Big Bend region of northwest Florida, approximately 25 miles from Tallahassee, Florida, the state Capital. It is a sparsely populated area, which is mostly agricultural in nature. Its population is centered around four communities, with the largest being the county seat of Quincy. The other communities in order of size include Havana, Chattahoochee, and Midway. Many of Gadsden County's residents live in remote areas where services are either inaccessible or hard to reach, due to location and transportation barriers.

Despite the fact that Florida's population has increased over the years (making it the fourth largest state in the country), Gadsden County has only grown by an average of less than one percent per year over the past two decades. As of June 2009, Gadsden County's population was 47,560. The county remains one of the least densely populated areas in the state, with an average of 92.2 people per square mile, compared to the state average of 267 people per square mile. As indicated in the 2000 Census, the population of Gadsden County was comprised of the follows: 57.7% African American, 39% Caucasian, and 6.2% Hispanic. Gadsden County remains the only county in Florida where the majority of its residents are African American. The Hispanic population, however, is one of the fastest growing populations in Florida. During the 2000 census, the Hispanic population exceeded the percentage of African Americans in the state of Florida. The Hispanic population in Gadsden County is growing, due to a reliance on migrant workers to harvest crops in the area. The Greensboro community has the largest population of Hispanics in the Gadsden County area.

Poverty is one of the most important correlates to poor maternal and child health and educational outcomes. According to the 2000 Census, 12.5% of all people in Florida lived in poverty, as compared to 19.9% of all people in Gadsden County. According to 2007 data, Gadsden County's poverty rate is 25.4%. Data compiled from the University of South Florida Center for the Study of Children's Futures in 2006, indicated that there were 5,420 children living in Gadsden County between the ages of 0-5. It was estimated that 73% of these children were living at or below 150% of federal poverty. In addition, 59.2% of female-headed households with children under five lived in poverty. The poverty rate of female head-of-household is especially significant in light of the high rate of births to unmarried mothers in Gadsden County. The percentage of unmarried mothers in Gadsden County decreased from 67.2% in 2002 to 41.2% in 2007. Medicaid

eligibility is one common indicator of child poverty in any community. In Gadsden County, Medicaid enrollment for children ages birth to five, increased from 2,226 in 2002 (46%), to 2391 in 2006.

Employment opportunities in Gadsden County are very limited. Agriculture remains central to Gadsden County's economy, with approximately 21% of employed residents working in the agricultural industry. Unemployment averages in 2009 were 9.9%, which was slightly lower than the state average of 10.5%, but these rates are falsely skewed by part-time agricultural labor employment during the tomato harvesting seasons. In addition, the majority of the employed population was employed in low-paying retail, manufacturing, or seasonal jobs. During 2004, the per capita income in Gadsden County was \$19,160. The state's average per capita income was \$31,469. In 2004, former Governor Jeb Bush announced the re-designation of Gadsden County as a "Rural Area of Critical Economic Concern". This designation recognizes local community challenges and signifies the state's intent to partner with the county as it works to meet local economic objectives.

The unemployment rate in Gadsden County has rapidly increased over the past several years due to the economic recession, and this has exacerbated due to the recent closing of Quincy Farms, a global supplier of mushroom products, and the employer of more than 490 Gadsden County residents for nearly 30 years.

The challenges associated with children and families living in poverty are reflected in the educational outcomes of the county's students. High School graduation rate is determined by the percentage of students who enter high school as 9th graders, and then graduate 4 years later. In 2009, Gadsden County's high school graduation rate was 64.2%, as compared to the state average of 76.3%. This rate, although lower than the state average, is an increase from the graduation rate reported in previous years. In 2007-08, Gadsden County had a K-12 public school enrollment of 6,414. 80.1% of the students were African American, 3.2% were Caucasian, and 15.3% were Hispanic. This compared to the statewide composition of 45.9% Caucasian, 23.1% African American, 24.7% Hispanic, and 3.6% Multiracial, 2.4% Asian, and >1% American Indian. One of the highest correlates of positive educational outcomes for children is the educational level of the mother. Only 52% of the mothers in Gadsden County have completed education up to 11th grade.

The rate of illiteracy in Gadsden County is higher than the state average, with many citizens unable to read at a level which would allow them the opportunity to be successful in life. Even Start, Ameri-Corp, Florida A&M University, Tallahassee Community College, and the Gadsden County Public Library are a few of the organizations that are partnering with the Gadsden County School District and Head Start to address the literacy needs in our county.

In every instance, measures of student performance fall short of the state average. The Florida Comprehensive Assessment Test (FCAT) is a state-mandated test measuring skills in math, reading, writing, and science for public school students in grades 3 through

10. Since the implementation of the FCAT in 1999, Gadsden County students have previously fallen short of the state average. Due to the diligent efforts of the Gadsden County School System, and partnering agencies, the FCAT scores for the county have gradually improved. For example, during the 2009-10 school term, 3rd grade FCAT scores in math reached a historic high of 71 (percentage points), as compared to 2008, when the math score for 3rd graders was 65. Writing scores for 4th graders in Gadsden County increased significantly as well during this school term, from a score of 70 in 2008, to a score of 89 in 2009-10. Although FCAT scores are still below the state average, the improvement is evident when comparing Gadsden County's FCAT scores from previous years.

In Summary:

- Gadsden County is located in the Big Bend region of northwest Florida.
- Gadsden County is a rural county with a population of approximately 47,560.
- African Americans comprise a majority of the population in Gadsden County (57.7%).
- Gadsden county and the state of Florida both have an increasing Hispanic population.
- 25.4% of Gadsden County residents live in poverty.
- Gadsden County has a population of 5,420 children between age birth to five.
- 73% of the children in Gadsden County live at or below 150% Federal Poverty.
- Over 46% of the children age birth to five are receiving Medicaid.
- In 2009, the unemployment rate in Gadsden County was 9.9%, slightly lower than the state average of 10.5. This number continues to increase, due to the economic recession, and the closing of many local factories.
- The High School graduation rate in Gadsden County is 64.2% (lower than the state average, but continues to improve).
- Gadsden County has one of the highest drop-out rates in the state of Florida.
- The rate of illiteracy in Gadsden County is higher than the state average.
- FCAT scores in Gadsden County are lower than the state average, but have improved as compared to previous years.
- Local agencies are partnering with Gadsden County Schools to address literacy and other educational issues.
- The percentage of unmarried mothers in Gadsden County has decreased, from 67.2% in 2002, to 41.2% in 2007.

B. Local Services for Children Birth to Five:

Since 1985, the Gadsden County School Board has been the Grantee for the Gadsden County Head Start Program. This program is currently funded to serve 259 children, and has 6 school sites across the county, as well as two community-based sites. Most of the children enrolled in the Head Start Program receive a 6 ½ hour/day program for 180 days/year. Even though the Gadsden County School Board no longer contracts with private child care providers, the School District has made full day/full year services available to families who need it. The Gadsden County School Board also serves Pre-k

children in the Title 1 Program, the Voluntary Pre-kindergarten Program, and the Exceptional Student Education Program (ESE Program). Comprehensive services such as vision, hearing, and developmental screenings are provided to children enrolled in the Head Start Program. Transportation is provided for the school-based programs, however, parents must provide transportation for children receiving services in the full day/full year program.

The Florida State University (FSU) Center for Prevention and Early Intervention Policy was funded to provide an Early Head Start program for Gadsden County. FSU Early Head Start has a combined enrollment of 68 infants, toddlers, or women who are pregnant. The program operates two service options. The grantee directly operates the home-based option, offering weekly home visits and biweekly group socialization, as well as the center-based option, which provides enrollment slots for full-day, year-round child care for infants and toddlers of working parents. The goals of the program are to improve the developmental outcomes for children, enhance the ability of parents to raise their children, and increase opportunities for family self-sufficiency.

Each year, both the Early Head Start and Head Start programs enroll and provide services to children with special needs. In 2009-10, 34 children in Head Start (11%) were children with special needs. The Head Start Program works closely with the Exceptional Student Education Department to assure the most appropriate placement for children with disabilities. The Head Start Disability Coordinator attends staffings, monthly transition meetings, and works closely with the Pre-k ESE Specialist, who is housed at the same site as the Head Start office, allowing for easier communication.

Gadsden County's state-funded Voluntary Pre-kindergarten Program (VPK) makes Pre-kindergarten services available to all age eligible four-year-old children. Although the Head Start Program is currently funded to serve 259 children, the VPK program enabled Head Start to serve 24 additional children during the 2009-10 school term.

Redlands Christian Migrant Association (RCMA) operates a migrant Head Start program in Greensboro, Fl. The Panhandle Area Education Cooperative (PAEC) operates a migrant program for school-aged migrant children and adults. Approximately 28 Hispanic families were enrolled in Gadsden County's Head Start Pre-kindergarten program during the 2009-10 school year.

The Gadsden County Early Learning Coalition is the state-sanctioned organization in the county, which coordinates publicly funded state and local preschool programs, including the federal subsidized child care program. The Coalition serves children in center-based group care settings, public school pre-kindergarten programs, and family child-care homes. The Early Learning Coalition is managed by The Agency for Workforce Innovation.

The Early Steps Early Intervention Program provides disability services to infants and toddlers under age three. The presenting problems of these children included developmental delays, speech and language delays, and conditions related to prematurity. Statewide, referrals to Early Steps come from hospital Neonatal Intensive Care Units, private doctors, and community agencies such as Early Head Start, Healthy Families, and Healthy Start. Statewide, referrals from a parent or family member are the most common referral sources. This holds true for Gadsden County as well. Gadsden County referral sources also include Child Find and private care providers.

The Dick Howser Center serves infants and toddlers with disabilities. This center also contracts preschool slots with the Early Head Start program.

There are three programs in Gadsden County which offer home visiting service options, primarily targeting pregnant women and families with infants and/or toddlers. These include Healthy Start, Healthy Families Gadsden, and Early Head Start. Deliberate steps have been taken by these agencies to assure that services are not duplicated and that maximum use is made of available resources. These programs have formed the Gadsden County Home-Visiting Partnership. Healthy Start provides preliminary screening and referrals. Once referred, Healthy Families Gadsden provides family assessments that ensure that families are matched with the home-visiting program that best fits their needs. Healthy Families Gadsden serves pregnant women, infants and families at risk of abusing or neglecting their children.

Child Find provides screening for children who are suspected of having a developmental delay or handicapping condition. This service used to be provided by a regional education arrangement, but was transferred to the special education department of the school district during the 2003-04 school term.

When it comes to group care for infants and toddlers, quality services in Gadsden County are very limited. Due to the closing of several local child care centers, only 25% of the county's child care centers offer care for infants under age 12 months. Of the providers that do provide care for young infants, the quality of that care for many of these centers is minimal. The lack of quality at many centers is due to limited funding available for facilities, equipment and materials.

In Summary:

- The Gadsden County School District is funded to serve 259 three and four year old children.
- The Gadsden County School District provides full day/full year services to families who need it.
- FSU Early Head Start serves a combination of 68 infants, toddlers, or women who are pregnant.
- Head Start and Early Head Start provide services to children with special needs.

- Head Start works closely with the District's ESE Department to serve all eligible children.
- The Voluntary Pre-kindergarten Program is available for all eligible 4 year olds
- RCMA and PAEC provide migrant education services to Hispanic children and families in Gadsden County.
- Early Steps provides disability services to infants and toddlers under age 3.
- The Dick Howser Center serves infants and toddlers with disabilities, and contracts Preschool slots with Early Head Start.
- Healthy Start, Healthy Families Gadsden, and Early Head Start provide home - visiting services.
- Child Find provides screening for children suspected of having a developmental or disabling condition.
- Only 25% of Gadsden County's child care centers offer care for infants under age 12 months.
- Quality child care services are limited in Gadsden County due to lack of funds.

C. Parent/Family Services

Parent/family services are an integral part of the Gadsden County Head Start Program, as well as the overall Gadsden County School system. A Parent Involvement Coordinator is employed with the Head Start Program, and works closely with families by encouraging participation on the Policy Council, Center Committees, urging parents to attend workshops, and urging them to become active in local government by attending city and county commission meetings, as well as local school board meetings. The Parent Involvement Coordinator also provides regular trainings and information to parents in such areas as nutrition, child behavior, transition, budgeting, along with any others trainings that parents have expressed an interest in. The Parent Services Coordinator also encourages active participation of fathers in the Head Start Program. Men Assuring Children's Success (MACS) is a Male Involvement Component within the parent services program that solicits and encourages the participation of significant father figures in the lives of children enrolled in the program. Parent services staff are also employed with the School Board to encourage all parents to participate in the activities related to the overall school system. The Head Start Family Services Coordinator, and the Family Services Staff also work with families by working with them to develop and implement Family Partnership Agreements which outline goals, timetables, and strategies for achieving the goals that the families might have. Family Services Staff are assigned to each school so that all parents have access to these services. Family Services Staff also work with local community agencies in an effort to access all available services that a family might need, as well as to collaborate in an effort to increase/improve resources for the benefit of the entire community. Partnership Agreements are also made between these agencies and the Head Start Program. These agreements further identify the role that each plays in assuring that needed resources and services are accessed.

In addition to working with community agencies, the Head Start Program provides each parent with a training handbook which includes educational information in the areas of nutrition, health, safety, mental health, child development, school attendance, etc. It also contains a listing of local community resources.

The Early Head Start Program, which is also located in Gadsden County, has strong family support services as well. The home-visiting component of the program places great emphasis on empowering families to become self-sufficient. They work to link expectant women and families with infants/toddlers to the necessary service providers. These services might include prenatal care, breastfeeding and childbirth education, family planning, parenting skills, maternal health and personal development, infant health and development, and community resources for education, job training, and employment services.

Gadsden County Health Department is funded through state and federal sources, and provides prenatal care, Healthy Start services, WIC, immunizations, dental services, well-baby check-ups, and Medicaid Early Periodic Screening, Diagnosis, and Treatment.

Refuge House is a non-profit community based organization that provides services to victims of domestic violence and their families. It offers a safe shelter for battered women and their children and individual and group counseling. Refuge House is a very visible agency in the Gadsden County Community, providing domestic violence education and support to the families in the county.

Woman-to-Woman is a federally funded program which aims to reduce infant mortality by offering peer group support services for pregnant women and mothers of children under two years of age. The program draws on women in the community to contact other women who live in remote locations or who are isolated for various reasons. The program is an outreach resource for the Head Start Program, as well as other community-based agencies as they attempt to educate families about available resources and programs.

Healthy Start is administered through the Gadsden county Health Department, and provides parenting support for pregnant women and new mothers, as well as other services such as childbirth education, mental health counseling, and breastfeeding education. Many Head Start parents have also been Healthy Start participants.

Healthy Families-Gadsden provides home visitation services to families at risk of abuse or neglect. They are located in the same office as the Early Head Start Program, which facilitates communication and joint parent training.

Gadsden County Cooperative Extension Services serves families through parenting classes with information about child development, nutrition, food preparation, home safety, and money management. The agency's Family and Consumer Coordinator serves on the Early Head Start and Head Start Policy Council. The Office also partners with the Health Department (WIC) to provide nutrition education to participants of the Head Start

Program. In addition to serving on the Policy Council, staff from the Extension Office also serve on the Head Start Health Services Advisory Committee.

Florida Department of Children and Families is the state agency responsible for child protective investigations, developmental services, foster care, and public assistance programs including food stamps. Linkages between Head Start and the services offered through this agency are mainly through referrals and child abuse trainings.

Redlands Christian Migrant Association (RCMA) is a child-care program, which places special emphasis on addressing issues of migrant farm worker families. Special emphasis is placed on developing parents as advocates and decision-makers for their own children. They also act as a linkage with local agencies to assist parents in meeting the needs of their families.

The Gadsden County Whole Child Project is made up of members from various local service agencies, which includes the Head Start Program. Through the council, all agency staff are able to keep informed of local community agencies, their services, and the process whereby these services may be accessed.

Big Bend Transportation is a public transportation system in Gadsden County. It is mainly accessed by Medicaid recipients because these transportation services are very expensive for non-Medicaid recipients. This is a very valuable resource because it enables families to travel to medical appointment, and to other agencies in and around Gadsden County that might otherwise be inaccessible.

Gadsden Express is a new transit system in Gadsden County. It was made possible through a partnership between Gadsden County, Commuter Services of North Florida, Star Metro, and the Florida Department of Transportation. Gadsden Express provides very inexpensive weekday express services to and from Quincy, Midway, Tallahassee Community College, and the C.K. Steele Plaza (Transfer Station) in Tallahassee. The fee of only \$1.00 (one way fare), makes this a very affordable form of transportation for many Head Start families.

In Summary:

- Parent/family services are an integral part of the Gadsden County Head Start Program, as well as the overall Gadsden County School system.
- A Head Start Parent Coordinator works closely with parents by providing trainings and encouraging them to be active in their community.
- Male Involvement is strongly encouraged in the Head Start Program, and is an integral part of the services and trainings provided to families throughout the year.
- Head Start Family Services Staff provides home visits and support services to families.
- The Early Head Start Program also has strong family support services.

- Gadsden County Health Department provides family services such as prenatal care, immunizations, dental care, well-baby check-ups, and Medicaid EPSDT.
- Refuge House provides domestic violence services and counseling, as well as a safe shelter for battered women.
- Woman-to-Woman provides peer group support and outreach services for pregnant women and mothers.
- Healthy Start provides education and support for pregnant women and new mothers.
- Healthy Families-Gadsden provides home visitation services to families at risk of abuse or neglect.
- Gadsden County Cooperative Extension Services provides parenting classes such as child development, nutrition, food preparation, home safety, and money management.
- The Cooperative Extension agency's Family and Consumer Coordinator serves on the Early Head Start and Head Start Policy Council.
- Cooperative Extension Staff serve on the Head Start Health Advisory Committee.
- Florida Department of Children and Families is responsible for child protection, developmental and foster care services, and public assistance programs.
- RCMA addresses issues of migrant farm workers and their families.
- The Gadsden County Whole Child Project is a sharing and support network, consisting of local agency providers.
- Big Bend Transportation is a public transportation system in Gadsden County.
- Gadsden Express is a new transit service that provides inexpensive transportation to and from Quincy, Midway, Tallahassee Community College, and the C.K. Steele Transfer Station.

D. Health Services:

The Head Start Health Services Coordinator and Family Services staff work closely with area providers to access health services, and to address the needs of the families in the Head Start program. Health services include health screenings and follow-up, mental health services, linkage to healthcare providers, parent and staff education and trainings, and collaboration with agency providers.

There are many health challenges in Gadsden County, which makes collaboration efforts between the Head Start Program and area providers critical. Gadsden County has been designated as a Medically Under-served area by the federal government, with health-care shortages in primary care, dental care, and mental health care. For example, the (newly opened) dental clinic, housed at the Gadsden County Health Department is the only Medicaid dental provider in the county to serve young children. This makes it necessary for Head Start children and families to travel outside of the county in order to receive dental services. This also affects cost for services since many of the providers outside of the county do not accept Medicaid. The Gadsden County Health Department does provide some family/child services such as prenatal care, Medicaid EPSDT, health education, WIC, immunizations, and well baby check-ups. As a result of these limitations, critical health screenings (such as lead testing and hemoglobin testing) would not be possible without the collaboration of various community agencies, such as Healthy

Start, the WIC Program, Early Head Start, the Cooperative Extension Agency, etc. In order to assure continued collaboration, support, and guidance, many of these agency providers are recruited to serve on the Health Services Advisory Committee.

The local hospital has recently re-opened after being closed for over 5 years. This recent re-opening now allows local families access to urgent medical care and hospitalization within their county. Prior to this, residents had to be transported to Tallahassee for emergency services.

Diabetes and excessive weight present significant health risks in Gadsden County. Diabetes ranked second in the list of the community's health problems. These statistics have tremendous implications for the Head Start and Early Head Start programs in the county, and both programs place high emphasis on exercise and nutrition education for their families. Head Start works closely with the WIC office and the Gadsden County Cooperative Extension Office in an effort to assure that families receive nutrition education and monitoring.

Immunization rates for Gadsden County are high, which indicate a strong working relationship between the Head Start program, families, and community health providers. In 2008-09, 96% of all children statewide had the required immunizations at kindergarten entry. For Gadsden County's public and private schools, 99% were immunized at kindergarten entry. This was among the highest immunization rates in the state of Florida.

Gadsden County ranks among the highest in the state in infant mortality, making only minimal improvement over the past several years. The infant mortality rate decreased from 13.5% in 2005, (per thousand live births) to 13.2% (per thousand live births) in 2007.

In Summary:

- Head Start staff and area health services providers work closely to assure health services are provided to families.
- Health challenges in Gadsden County make collaboration critical.
- Gadsden County has been designated a Medically Under-served Area by the Federal Government.
- There is a critical shortage of health care providers in Gadsden County.
- The local hospital in Gadsden County has recently re-opened, making local urgent care and hospitalization possible.
- Medicaid providers for dental care for young children in the area are very limited.
- The Gadsden County Health Department provides some family/child services such as prenatal care, Medicaid EPSDT, health education, WIC, immunizations, dental services, and well baby check-ups.

- Strong collaboration between Head Start and community agencies makes it possible to access critical medical screenings and treatment for Head Start families.
- Diabetes and excessive weight present significant health risks in Gadsden County.
- The Head Start Program places great emphasis on exercise and nutrition education for children and families.
- Head Start works closely with the WIC program and the local Cooperative Extension Office to assure that parents receive nutrition education.
- Immunization rates for Gadsden County are high, which indicate a strong working relationship between the Head Start program, families, and community health providers.
- Infant mortality rates in Gadsden County have decreased only minimally over the past several years.

E. How the findings of the Community Assessment were used to help reach decisions in the six areas listed in 45CFR 1305.3(c):

- The findings were used to determine the program's philosophy, short-range and long-range program objectives.
- The following Mission and Goals are descriptive of the philosophy and short-range and long-range objectives for the Gadsden County Head Start Program. Staff, parents, and Policy Council cooperatively developed the statements.

Mission Statement

The mission of the Gadsden County Head Start/Pre-k Program is to ensure that all children participating in the Gadsden County Head Start/Pre-k Program enter school emotionally, physically, socially, and intellectually ready to learn; fully recognizing the crucial role of the parents as the child's primary teacher.

Overall Goal

As educators, our goal is to support and assist parents in their role as their child's primary teacher by providing a safe and supportive environment, with ongoing opportunities for active learning through which children may develop self confidence, initiative, curiosity, and resourcefulness that will serve them well in school and later in life. This goal helps to improve school readiness and promote long term success (as outlined in the Head Start Roadmap to Excellence).

- **Type of Service and Program**

The Gadsden County Head Start Program is a center-based option serving three and four year old children. The program operates at six elementary schools and two community sites (Midway and Quincy) for 180 days per year. The Head Start program also provides full day/full year services to 34 three-year-olds. These children are transitioned into the county's elementary schools as four-year-olds.

- **Recruitment Area of the Program**

The recruitment area of the Gadsden County Head Start Program encompasses all of Gadsden County, Florida. The Community Assessment reveals poverty areas throughout the entire county. Therefore, recruitment efforts are essentially the same throughout the county. Open registration is held in all areas of the county.

- **Gadsden County Head Start has no Delegate Agencies.**

- **Location of Centers**

Head Start centers are located throughout the county at six elementary schools, the Midway site, and the Quincy area site. Locations are: Quincy (George W. Munroe and Stewart Street, Quincy area), Gretna, St. John, Chattahoochee, Havana, and Midway.

See Attachment Number III for Location Map

- **Criteria that defines the type of children and families who will be given priority for recruitment and selection**

An eligibility priority criteria checklist has been developed for the Gadsden County Head Start/Pre-K Program in order to ensure that children with the greatest need are placed first. It should be noted that the Gadsden County School District provided preschool services through several different funding sources: Head Start, Title 1, Voluntary Prekindergarten and Exceptional Student Education.

See Attachment Number IV for Placement Criteria

II. Program Approach and Results or Benefits Expected

The goals of the Gadsden County Head Start/Pre-K Program are developed through a process of self-assessment and review of the community assessment. This process included parents, staff, and Policy Council members. Objectives for achieving these goals are incorporated in the Program Plan.

A. Program Goals, Approach, and Action Steps:

(1) Child Development

Goal A:

By the end of the 2012 school term, 80% or more of the Head Start/Pre-K students will demonstrate at least one year's growth on all domains of the LAP-3 assessment. Schools will annually demonstrate progress towards meeting this goal.

Goal B:

By the beginning of the 2012 school year, 80% or more of the students assessed will demonstrate proficiency on all areas of the kindergarten readiness assessment. Schools will annually demonstrate progress towards meeting this goal.

Action Steps for Goals A and B:

Reading:

- Use a curriculum aimed at increasing children's oral language development, alphabet knowledge, print awareness and phonological awareness.
- Use a variety of assessments to guide instruction and measure student progress.
- Use a wide range of reading materials representing diverse cultures, genres, ability levels, and interests.
- Use re-telling of story events, prediction, and connection to real life to encourage comprehensive skills.

Mathematics:

- Use a curriculum that encourages touching, manipulating and examining objects children find around them and then moving them from the concrete experiences to representing knowledge symbolically using mathematical language.
- Modify instruction to accommodate individual student needs/learning styles.
- Provide training, support, and monitoring of teachers to ensure that all student data are analyzed and individualized instruction is provided.
- Integrate mathematics instruction and mathematical language of instruction into other areas of the curriculum.

Science:

- Provide training to teachers to ensure that the objectives and goals set forth in the science curriculum are met.
- Use an approach to science that gives children many opportunities for systematic observation and hands-on investigation of both the living and material world, and takes them from describing and explaining to making predictions based on observations.
- Choose science activities and topics that relate to student interest, experience, and culture.
- Integrate science instruction and science language of instruction into other areas of the curriculum.
- Provide materials and resources to encourage scientific exploration and observation.

Writing:

- Provide activities that enhance both hand/eye coordination and small muscle control of the hand and fingers.
- Teach writing techniques, which include the proper way to hold a writing instrument and the designs and strokes that will eventually be used to form letters.
- Focus on the relationship between oral language and print.
- Encourage children's purposeful writing in all aspects of the curriculum—for example, language experiences, stories, journal writing/dictation, encouraging writing during dramatic play, etc.
- Analyze student writing to diagnose strengths and weaknesses and adjust instruction accordingly, using individualized instruction, small groups, etc.

(2) Family and Community Involvement

Goal A:

By the end of the 2012 school term, 85% or more of the parents and community members will perceive the Head Start/Pre-K program to be a place that encourages active participation in the learning process. The Head Start/Pre-K program will demonstrate annual progress towards this goal.

Goal B:

By the end of the 2012 school term, at least 75% of Head Start/Pre-K parents will receive information and education on family preservation issues, including domestic violence, money management, stress management, and HIV/AIDS awareness.

Action Steps for Goals A and B:

- Develop partnerships and collaborate with local agencies (Refuge House, Extension Office, Health Department and local Mental Health Agency)
- Recruit and encourage participation of fathers and other significant males in the child's life.
- Expand family education opportunities through family literacy, ESOL, and GED programs.
- Provide frequent, ongoing communication in English and other appropriate languages through school and home.
- Provide parent support at the school level through the Parent Involvement Coordinator.
- Involve parents in meaningful decision-making designed to improve students' learning (e.g., Center Committee, Policy Council, School Advisory Council)

- Support parent advocacy activities (e.g., lobbying, public relations, parenting programs).
- Conduct a minimum of two home visits per year.
- Collaborate with local health department to ensure that adequate information is provided to parents on HIV and sexually transmitted diseases.
- Serve on local boards (e.g., Interagency Council, Early Head Start Policy Council).
- Provide training on family preservation issues such as domestic violence, HIV/AIDS awareness, stress management, and money management.
- Provide parents with educational materials such as resource flyers, Parent Orientation Handbook and Community Resource Directory.
- Communicate with school site administrators on a regular basis.

(3) Transportation

Goal A:

By the end of the 2012 school term, all Gadsden County school buses will be equipped to transport 3 and 4-year-old children in compliance with federal regulations.

Goal B:

By the end of the 2012 school year, all Head Start/Pre-K students in Gadsden County Schools will become more aware of the fundamentals of school bus safety.

Action Steps for Goals A and B:

- Obtain necessary funding to properly equip buses.
- Provide staff development for bus drivers and monitors on school bus safety.
- Provide school bus drivers with emergency information/pictures of all Head Start/Pre-K children.
- Teachers will conduct regular bus safety activities in classrooms.
- Provide parents with bus safety information.

(4) Customer-Focused and Friendly Schools

Goal A:

By the end of the 2012 school year, 90% or more of students, parents, and community members will perceive the Head Start/Pre-K program to be customer-focused and friendly.

Goal B:

By the end of the 2012 school year, 90% of the Head Start/Pre-K employees will perceive the program's environment to be supportive, customer-focused and friendly.

Action Steps for Goals A and B:

- Gain as much employee input as possible when making decisions that will directly effect the employee.
- Provide employees with information first, so as to minimize their receiving information on a second and third-hand basis.
- Provide employees with a safe, friendly working environment.
- Enhance employee morale through recognitions and other activities in an open-communication atmosphere.
- Enhance and strengthen parent, business, community, and employee relationships through recognitions at various school and district-level functions.
- Provide employees with resources and materials necessary to perform job duties effectively.
- Maintain an "open-door" policy for the public and employees.
- Provide a line of communication through web sites to allow employees and the public a simple and friendly way to ask questions, receive answers, and obtain other information.
- Form and maintain community partnerships in order to foster a long-term working relationship.

B. Benefits

1. Increased emphasis on child development, the LAP-3 domains, and the educational level of Head Start children will ensure that all students, before entering Kindergarten, master the knowledge and skills needed to be successful at the Kindergarten level, and ultimately, will ensure that they have the skills necessary to successfully progress to upper grades.
2. Emphasis on family and community involvement will ensure that parents play an active role in the decisions that are made regarding their children, and participate in the decision-making process in their community. It will also ensure that community partners are actively working with the Head Start/Pre-K program to enhance services and meet the needs of the children and families

in the Head Start/Pre-K program, thereby leading to success later in life. Emphasis on family and community involvement will also ensure that parent's educational opportunities are expanded to allow them to actively advocate for their children, and to grow as individuals, becoming more productive in their communities and more successful in life.

3. Increased emphasis on transportation regulations and student education relative to bus safety practices will ensure that the Head Start/Pre-K program is providing safe and orderly transportation services to all eligible students. It will also ensure that best practices are used to meet this standard, and that leadership and professional development are an integral part of this process.
4. Increased emphasis on customer-focused and friendly schools will ensure that parents and community members feel welcomed in the school environment, and thereby, increase their participation and support of the students. It also ensures student success by increasing participation, volunteerism, and support of the overall school experience.

Risk Management Actions: N/A

There were no Actions Steps developed as a result of the Risk Management Meeting.

1. Program Strengths (as outlined during the Risk Management Meeting):

- Strong support from School Board Superintendent and Board Members
- School System Support (ESE services for children with disabilities, Maintenance Department, Transportation Department, and Food Services Department)
- Implementation of new curriculum (Imagine It and DLM)
- Opportunity to participate in the State Department of Education's Fresh Fruit and Vegetables Program (which will provide snacks to children)
- New dental provider in the community
- New transportation system in the community (Gadsden Express)
- Head Start is very visible in the community, with the main office located in the center of Gadsden County
- Head Start Staff continuing to pursue educational goals
- Head Start Staff attending Conversational Spanish Class
- Implementation of the CLASS system
- Resource teachers to serve as mentor teachers in the classroom
- Participation in county-wide monthly transition meetings
- Three major universities in neighboring county
- Relationship with the Early Learning Coalition of the Big Bend

- Bilingual Office Staff
- Strong communication between staff and families
- Full-time Fiscal Assistant works with District Comptroller

2. Plans for Sustainability

- Use the Head Start Road Map to Excellence as a program guide for monitoring and developing goals
- Ensure that all children and staff are healthy and safe in the Head Start Program
- Continue to use the Community Assessment, Self-Assessment, and Ongoing Monitoring tools to address the current issues in the Head Start Program.
- Ensure that Program Performance Standards are followed
- Ensure that Fiscal Component is sound
- Continue to promote benefits of the Head Start Program in the community
- Complete triennial Program Review with no findings
- Encourage staff to continue educational goals
- Professional Development for all staff

Budget Appropriateness and Reasonability:

The Gadsden County School district's employees will receive a step in salary for the 2010-2011 school term. This salary increase will be reflected in the 2010-2011 budget for Head Start staff. A wage comparability study was completed during the 2008-2009 school year. The results of the study confirmed that all Head Start salaries were comparable to other salaries in surrounding counties.

The retirement rate will be 10.77%. This is a rate increase of 0.92% from the 2009-2010 rate. The social security rate will remain the same as it was for the 2009-2010 school term, 7.65%. There will be an increase in the health and life insurance premiums for the 2010-2011 school term. This increase will be reflected in the Head Start refunding application budget.

The Early Learning Coalition will continue to oversee the state funded Voluntary Prekindergarten Program (VPK). The Coalition will partner with the Gadsden County Head Start Program to ensure all four year old Head Start children are given the opportunity to participate in the VPK program. Through this partnership, the Head Start Program will be able to serve 24 additional three and four year old children during the 2010-2011 school term. All salaries and benefits for teaching staff serving these additional children will be paid from state Voluntary Prekindergarten funds.

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Funding Summary

Funding Category	Key Features Total	Line Item Budget Total
Cost for Program Operations:	\$2,001,472	\$2,001,472
Cost for Training and Technical Assistance:	\$26,542	\$26,542
Non-federal Share (Cash and in-kind):	\$507,004	\$507,004
Total:	\$2,535,018	\$2,535,018

Other Funding Sources

FEDERAL FUNDING

1. Federal Child Development and Child Care Funds	\$0
2. USDA Funds for Nutrition Services	\$135,864
3. Other Federal Funding ()	\$0

STATE FUNDING

5. Other State Funding ()	\$0
4. State Preschool Programs	\$435,600

LOCAL FUNDING

6. School District Funding	\$0
7. Other Local Government Funding ()	\$0

OTHER FUNDING

8. Tribal Government Funding	\$0
9. Fundraising Activities	\$0
10. Other ()	\$0

Total: \$571,464

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000

Agency Name: Gadsden County School Board

Program Type: Head Start

Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Enrollment

Center-based (CB): 283	Combination Program (CO): 0	Family Child Care (FCC): 0	
Home-based (HB): 0	Locally Designed Program (LD): 0	Total Enrollment: 283	Pregnant Women: 0

Program Schedule

Program Option	2. Funded enrollment	3a. Number of classes / groups / family child care settings	3b. Double session?	4. Number of hours of classes / groups / FCC settings per child, per day	5. Number of days of classes / groups / FCC settings per child, per week	6. Number of days of classes / groups / FCC settings per child, per year	7. Number of home visits per child, per year	8. Number of hours per home visit	9. Number of home visits per child, per year (HB only)	10. Number of hours per home visit (HB only)	11. Number of hours per home-based socialization experience (HB only)	12. Number of home-based socialization experiences per child, per year (HB only)
Center-based	249	11	No	6.5	5	180	3	1.5	0	0	0	0
Center-based	34	2	No	10	5	180	3	1.5	0	0	0	0

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Summary of Budget Categories

Budget Category	PO	TTA	NFS
Personnel	\$1,304,699	\$0	\$135,476
Fringe Benefits	\$436,890	\$0	\$21,000
Travel	\$16,500	\$0	\$2,000
Equipment	\$0	\$0	\$0
Supplies	\$41,500	\$3,300	\$0
Contractual	\$38,160	\$9,367	\$103,154
Construction	\$0	\$0	\$0
Other	\$86,658	\$13,875	\$245,374
Total Direct Costs	\$1,924,407	\$26,542	\$507,004
Indirect Costs	\$77,065	\$0	\$0
SUMMARY OF BUDGET CATEGORIES TOTAL	\$2,001,472	\$26,542	\$507,004

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Line Item Budget

PERSONNEL: Child Health and Developmental Services Personnel

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Program Managers and Content Area Experts	\$186,399	\$658.65	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	5.00
2 Teachers / Infant Toddler Teachers	\$486,218	\$1,718.08	\$0	\$0.00	\$64,271	\$227.11	\$0	\$0.00	13.00
5 Teacher Aides and Other Education Personnel	\$241,928	\$854.87	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	14.00
9 Program Assistant	\$28,908	\$102.15	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$943,453	\$3,333.76	\$0	\$0.00	\$64,271	\$227.11	\$0	\$0.00	33.00

PERSONNEL: Family and Community Partnerships Personnel

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
10 Program Managers and Content Area Experts	\$83,654	\$295.60	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	2.00
11 Program Assistant	\$167,956	\$593.48	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	6.00
PERSONNEL: Family and Community Partnerships Personnel Sub-Total	\$251,610	\$889.08	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	8.00

PERSONNEL: Program Design and Management Personnel

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
13 Head Start / Early Head Start Director	\$32,041	\$113.22	\$0	\$0.00	\$0	\$0.00	\$32,041	\$113.22	1.00
16 Clerical Personnel	\$51,033	\$180.33	\$0	\$0.00	\$20,885	\$73.80	\$71,918	\$254.13	8.00
17 Fiscal Personnel	\$0	\$0.00	\$0	\$0.00	\$39,353	\$139.06	\$39,353	\$139.06	1.00
18 other	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
PERSONNEL: Program Design and Management Personnel Sub-Total	\$83,074	\$293.55	\$0	\$0.00	\$60,238	\$212.86	\$143,312	\$506.40	10.00

PERSONNEL: Other Personnel

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
19 Maintenance Personnel	\$19,521	\$68.98	\$0	\$0.00	\$10,967	\$38.75	\$1,524	\$5.39	7.00
20 Transportation Personnel	\$7,041	\$24.88	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
PERSONNEL: Other Personnel Sub-Total	\$26,562	\$93.86	\$0	\$0.00	\$10,967	\$38.75	\$1,524	\$5.39	8.00

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Line Item Budget

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
PERSONNEL TOTAL	\$1,304,699	\$4,610.24	\$0	\$0.00	\$135,476	\$478.71	\$144,836	\$511.79	59.00

FRINGE BENEFITS

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$99,809	\$352.68	\$0	\$0.00	\$21,000	\$74.20	\$12,153	\$42.94	0.00
2 Health / Dental / Life Insurance	\$196,565	\$694.58	\$0	\$0.00	\$0	\$0.00	\$19,774	\$69.87	0.00
3 Retirement	\$140,516	\$496.52	\$0	\$0.00	\$0	\$0.00	\$14,136	\$49.95	0.00
FRINGE BENEFITS TOTAL	\$436,890	\$1,543.78	\$0	\$0.00	\$21,000	\$74.20	\$46,064	\$162.77	0.00

TRAVEL

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Staff Out-Of-Town Travel	\$16,500	\$58.30	\$0	\$0.00	\$2,000	\$7.07	\$925	\$3.27	0.00
TRAVEL TOTAL	\$16,500	\$58.30	\$0	\$0.00	\$2,000	\$7.07	\$925	\$3.27	0.00

SUPPLIES

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Office Supplies	\$21,500	\$75.97	\$0	\$0.00	\$0	\$0.00	\$21,500	\$75.97	0.00
2 Child and Family Services Supplies	\$20,000	\$70.67	\$1,500	\$5.30	\$0	\$0.00	\$0	\$0.00	0.00
4 Supplies for Staff Training/Development	\$0	\$0.00	\$1,800	\$6.36	\$0	\$0.00	\$0	\$0.00	0.00
SUPPLIES TOTAL	\$41,500	\$146.64	\$3,300	\$11.66	\$0	\$0.00	\$21,500	\$75.97	0.00

CONTRACTUAL

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
2 Health / Disabilities Services	\$22,800	\$80.57	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
3 Food Service	\$5,000	\$17.67	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
4 Child Transportation Services	\$0	\$0.00	\$0	\$0.00	\$103,154	\$364.50	\$0	\$0.00	0.00

July 12, 2010

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Line Item Budget

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
5 Training and Technical Assistance	\$0	\$0.00	\$9,367	\$33.10	\$0	\$0.00	\$0	\$0.00	0.00
8 Lease for two Portable Classrooms	\$10,360	\$36.61	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
CONTRACTUAL TOTAL	\$38,160	\$134.84	\$9,367	\$33.10	\$103,154	\$364.50	\$0	\$0.00	0.00

OTHER

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Depreciation / Use Allowance	\$0	\$0.00	\$0	\$0.00	\$148,020	\$523.04	\$7,401	\$26.15	0.00
4 Utilities, Telephone	\$5,788	\$20.45	\$0	\$0.00	\$67,365	\$238.04	\$3,658	\$12.92	0.00
8 Local Travel	\$23,434	\$82.81	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
10 Child Services Consultants	\$0	\$0.00	\$0	\$0.00	\$23,989	\$84.77	\$0	\$0.00	0.00
11 Volunteers	\$0	\$0.00	\$0	\$0.00	\$6,000	\$21.20	\$0	\$0.00	0.00
12 Substitutes (if not paid benefits)	\$16,000	\$56.54	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
13 Parent Services	\$12,077	\$42.67	\$550	\$1.94	\$0	\$0.00	\$0	\$0.00	0.00
15 Publications / Advertising / Printing	\$15,659	\$55.33	\$0	\$0.00	\$0	\$0.00	\$7,830	\$27.67	0.00
16 Training or Staff Development	\$0	\$0.00	\$13,325	\$47.08	\$0	\$0.00	\$0	\$0.00	0.00
17 Field Trips	\$13,700	\$48.41	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
OTHER TOTAL	\$86,658	\$306.21	\$13,875	\$49.03	\$245,374	\$867.05	\$18,888	\$66.74	0.00

DIRECT COSTS

	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
DIRECT COSTS TOTAL	\$1,924,407	\$6,800.02	\$26,542	\$93.79	\$507,004	\$1,791.53	\$232,213	\$820.54	59.00

INDIRECT COSTS

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Indirect Costs	\$77,065	\$272.31	\$0	\$0.00	\$0	\$0.00	\$77,065	\$272.31	0.00
INDIRECT COSTS TOTAL	\$77,065	\$272.31	\$0	\$0.00	\$0	\$0.00	\$77,065	\$272.31	0.00

	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
LINE ITEM BUDGET TOTAL	\$2,001,472	\$7,072.34	\$26,542	\$93.79	\$507,004	\$1,791.53	\$309,278	\$1,092.86	59.00

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Costs By Function

PERSONNEL: Child Health and Developmental Services Personnel

	Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1	Program Managers and Content Area Experts	\$0.00	\$46,599.75	\$46,599.75	\$46,599.75	\$0.00	\$46,599.75	\$0.00	\$0.00	\$0.00	\$186,399.00
2	Teachers / Infant Toddler Teachers	\$0.00	\$550,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550,489.00
5	Teacher Aides and Other Education Personnel	\$0.00	\$241,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$241,928.00
9	Program Assistant	\$0.00	\$7,227.00	\$7,227.00	\$7,227.00	\$0.00	\$7,227.00	\$0.00	\$0.00	\$0.00	\$28,908.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total		\$0.00	\$846,243.75	\$53,826.75	\$53,826.75	\$0.00	\$53,826.75	\$0.00	\$0.00	\$0.00	\$1,007,724.00

PERSONNEL: Family and Community Partnernships Personnel

	Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
10	Program Managers and Content Area Experts	\$0.00	\$0.00	\$0.00	\$0.00	\$83,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,654.00
11	Program Assistant	\$0.00	\$0.00	\$0.00	\$0.00	\$167,956.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167,956.00
PERSONNEL: Family and Community Partnernships Personnel Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$251,610.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251,610.00

PERSONNEL: Program Design and Management Personnel

	Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
13	Head Start / Early Head Start Director	\$32,041.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,041.00
16	Clerical Personnel	\$71,918.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,918.00
17	Fiscal Personnel	\$39,353.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,353.00
18	other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL: Program Design and Management Personnel Sub-Total		\$143,312.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$143,312.00

PERSONNEL: Other Personnel

	Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
19	Maintenance Personnel	\$1,524.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,963.60	\$0.00	\$30,488.00
20	Transportation Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,041.00	\$0.00	\$0.00	\$7,041.00
PERSONNEL: Other Personnel Sub-Total		\$1,524.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,041.00	\$28,963.60	\$0.00	\$37,529.00
PERSONNEL TOTAL		\$144,836.40	\$846,243.75	\$53,826.75	\$53,826.75	\$251,610.00	\$53,826.75	\$7,041.00	\$28,963.60	\$0.00	\$1,440,175.00

FRINGE BENEFITS

	Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1	Social Security (FICA), State Disability,	\$12,153.39	\$70,987.37	\$4,518.26	\$4,518.26	\$21,105.33	\$4,518.26	\$591.96	\$2,428.26	\$0.00	\$120,821.08

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Costs By Function

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)										
2 Health / Dental / Life Insurance	\$19,774.44	\$115,501.59	\$7,351.53	\$7,351.53	\$34,339.91	\$7,351.53	\$963.17	\$3,950.96	\$0.00	\$196,584.66
3 Retirement	\$14,135.91	\$82,567.20	\$5,255.30	\$5,255.30	\$24,548.15	\$5,255.30	\$688.53	\$2,824.37	\$0.00	\$140,530.05
FRINGE BENEFITS TOTAL	\$46,063.73	\$269,056.16	\$17,125.09	\$17,125.09	\$79,993.38	\$17,125.09	\$2,243.66	\$9,203.59	\$0.00	\$457,935.79

TRAVEL

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Staff Out-Of-Town Travel	\$925.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,575.00	\$0.00	\$0.00	\$18,500.00
TRAVEL TOTAL	\$925.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,575.00	\$0.00	\$0.00	\$18,500.00

SUPPLIES

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Office Supplies	\$21,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,500.00
2 Child and Family Services Supplies	\$0.00	\$21,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,500.00
4 Supplies for Staff Training/Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00
SUPPLIES TOTAL	\$21,500.00	\$21,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$44,800.00

CONTRACTUAL

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
2 Health / Disabilities Services	\$0.00	\$0.00	\$11,400.00	\$0.00	\$0.00	\$11,400.00	\$0.00	\$0.00	\$0.00	\$22,800.00
3 Food Service	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
4 Child Transportation Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103,154.00	\$0.00	\$0.00	\$103,154.00
5 Training and Technical Assistance	\$0.00	\$9,367.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,367.00
8 Lease for two Portable Classrooms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,360.00	\$10,360.00
CONTRACTUAL TOTAL	\$0.00	\$9,367.00	\$11,400.00	\$5,000.00	\$0.00	\$11,400.00	\$103,154.00	\$0.00	\$10,360.00	\$150,681.00

OTHER

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Depreciation / Use Allowance	\$7,401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$140,619.00	\$0.00	\$148,020.00
4 Utilities, Telephone	\$3,657.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,495.35	\$0.00	\$73,153.00
8 Local Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,434.00	\$0.00	\$0.00	\$23,434.00
10 Child Services Consultants	\$0.00	\$11,994.50	\$0.00	\$0.00	\$0.00	\$11,994.50	\$0.00	\$0.00	\$0.00	\$23,989.00

July 12, 2010

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000
 Program Type: Head Start

Agency Name: Gadsden County School Board
 Application Type: Basic

State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Costs By Function

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
11 Volunteers	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
12 Substitutes (if not paid benefits)	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00
13 Parent Services	\$0.00	\$0.00	\$0.00	\$0.00	\$12,627.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,627.00
15 Publications / Advertising / Printing	\$7,829.50	\$7,829.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,659.00
16 Training or Staff Development	\$0.00	\$13,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,325.00
17 Field Trips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,700.00	\$13,700.00
OTHER TOTAL	\$18,888.15	\$55,149.00	\$0.00	\$0.00	\$12,627.00	\$11,994.50	\$23,434.00	\$210,114.35	\$13,700.00	\$345,907.00

DIRECT COSTS

	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
DIRECT COSTS TOTAL	\$232,213.28	\$1,201,315.91	\$82,351.84	\$75,951.84	\$344,230.38	\$94,346.34	\$153,447.66	\$248,281.54	\$25,860.00	\$2,457,998.79

INDIRECT COSTS

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Indirect Costs	\$77,065	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,065.00
INDIRECT COSTS TOTAL	\$77,065	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$77,065.00

	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
COSTS OF FUNCTION TOTAL	\$309,278.28	\$1,201,315.91	\$82,351.84	\$75,951.84	\$344,230.38	\$94,346.34	\$153,447.66	\$248,281.54	\$25,860.00	\$2,535,063.79

July 12, 2010

GABI - Detail Report

Grant / Delegate No:	04CH0241 / 000	Agency Name:	Gadsden County School Board
Program Type:	Head Start	Application Type:	Basic
		State:	FL
		Fiscal Year:	2011
		Budget Period:	12/01/2010 to 11/30/2011

Summary Items

1. Administrative Costs:

The maximum allowable expenditure for administrative costs is 15% of the total budget. For a detailed break down, please review the last page of this report:

Total Admin Costs:	\$309,278.28
Total Budget:	\$2,535,018.00
Admin. as a % of Total Budget:	12.20%

2. Non-federal Share:

For most grantees, a minimum of 20% of the total budget must be non-federal share:

Total Non-federal Share:	\$507,004.00
Total Budget:	\$2,535,018.00
Non-federal Share as a % of Total Budget:	20.00%

3. Average Class Size:

Average class size for CB Program Schedules that involve double sessions should be between 13 and 20. Average class size for the CB and CO Program Schedules (including double sessions) should be between 15 and 20:

Center-Based Double Sessions:	0.00
Center-Based AND Combination Non-double Sessions:	19.82
All Center-Based AND Combination Sessions:	19.82

4. Cost Per Child and Hours of Service Per Child:

The following table shows information on costs and hours of service for this agency:

Overall Cost Per Child:	\$8,957.66
Total Hours of Service Per Child:	1,250.19
Overall Cost Per Child Per Hour:	\$7.17

5. Federal Personnel and Fringe Costs:

Federal Personnel Cost:	\$1,304,699.00
Federal Fringe Cost:	\$436,890.00
Total Federal Budget:	\$2,028,014.00
Federal Personnel Cost as a % of Total Federal Budget:	64.33%
Federal Fringe Cost as a % of Total Federal Budget:	21.54%

*In general, the costs of Personnel should account for between 60% and 80% of the federal budget.

6. Fringe Rate:

If the fringe cost for an agency is less than 10% or more than 30% of personnel, there may be an inaccurate entry in Personnel:

Total Fringe Cost:	\$457,890.00
Total Personnel Cost:	\$1,440,175.00
Total Fringe Cost as % of Total Personnel Cost:	31.79%

7. Fringe Benefits:

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000 **Agency Name:** Gadsden County School Board
Program Type: Head Start **Application Type:** Basic **State:** FL **Fiscal Year:** 2011 **Budget Period:** 12/01/2010 to 11/30/2011

Summary Items

The following shows if this agency pays for health / dental / life and/or retirement benefits:

Health / Dental / Life: Yes
Retirement: Yes

8. Child Travel:

Most agencies have child travel costs or less than \$3 per child per day. If the costs for this agency are higher than that, perhaps staff should check into alternative modes of transportation:

Child Travel Costs: \$134,947.66
Child Travel Cost Per Child Per Day: \$2.65

9. Out-of-Town Staff Travel:

Most agencies have out-of-town staff travel costs between \$60 and \$65 per child. If the costs for this agency are higher, check that they are justified:

Out-of-Town Staff Travel Cost: \$18,500.00
Out-of-Town Staff Travel Cost Per Child: \$65.37

10. Food and Nutrition:

Most agencies spend less than \$2.50 per child per day for food and nutrition costs in addition to USDA funds. If this agency spends more, check that the agency is making full use of USDA funds:

Food and Nutrition Cost (from Budget): \$75,951.84
Food and Nutrition Cost Per Child Per Day: \$1.49

11. Content Area Experts:

Agency has content area experts for the following functions:

Education: Yes
Health: Yes
Nutrition: Yes
Family and Community Partnerships: Yes
Disability Services: Yes

12. Case Loads:

The national average for Family Workers' case loads is 47. For Home Visitors, case loads are typically between 8 and 10:

Family and Community Partnership Staff Case Load: 35.38
Home Visitor Case Load: 0.00

13. USDA Funding:

USDA should pay for at least 80% of cooks, children's food, and food supply costs. For this agency:

USDA Funding and Food and Nutrition Cost: \$211,815.84
USDA Funding as a percentage of above: 64.14%

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Summary Items

The following budget line items show administrative costs:

PERSONNEL: Program Design and Management Personnel

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
13 Head Start / Early Head Start Director	\$32,041.00	1.00	1.26%
16 Clerical Personnel	\$71,918.00	8.00	2.84%
17 Fiscal Personnel	\$39,353.00	1.00	1.55%

PERSONNEL: Other Personnel

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
19 Maintenance Personnel	\$1,524.40	7.00	0.06%

FRINGE BENEFITS

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$12,153.39	0.00	0.48%
2 Health / Dental / Life Insurance	\$19,774.44	0.00	0.78%
3 Retirement	\$14,135.91	0.00	0.56%

TRAVEL

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Staff Out-Of-Town Travel	\$925.00	0.00	0.04%

SUPPLIES

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Office Supplies	\$21,500.00	0.00	0.85%

July 12, 2010

GABI - Detail Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2011 Budget Period: 12/01/2010 to 11/30/2011

Summary Items

The following budget line items show administrative costs:

OTHER

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Depreciation / Use Allowance	\$7,401.00	0.00	0.29%
4 Utilities, Telephone	\$3,657.65	0.00	0.14%
15 Publications / Advertising / Printing	\$7,829.50	0.00	0.31%

INDIRECT COSTS

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Indirect Costs	\$77,065.00	0.00	3.04%

SUMMARY ITEM TOTAL	\$309,278.28	17.00	12.20%
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July 12, 2010

**HEAD START REFUNDING APPLICATION
2010-2011
BUDGET NARRATIVE PA-22**

A. Personnel

Children Health and Developmental Services

Program Management

Position	Annual Salary	Salary ACF Share	% Time Worked ACF Grant	# of Days Worked
(1) Health/Nutrition Mental Health	\$45,417	\$45,417	100%	219 days
(1) Education/Disability Coordinator	\$44,578	\$37,891	85%	219 days
(3) Resource Teachers	\$121,283	\$103,091	85%	196 Days

Classroom Staff

(13) Teachers	\$486,218	\$486,218	100%	196 days
(14) Teacher Assistants	\$241,928	\$241,928	100%	196 days

Other Staff

(1) Program Assistant	\$28,908	\$28,908	100%	219 days
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Family and Community Partnerships

Program Management

(1) Parent Involvement Coordinator	\$44,739	\$38,028	100%	(1) 219 days
(1) Family Services Coordinator	\$45,626	\$45,626	100%	(1) 219 days

Other Staff

(1) Social Worker (5) Program Assistants	\$167,956	\$167,956	100%	(1) 219 days 1 @ 219 days 1 @ 245 days 3 @ 196 days
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Program Design and Management

Head Start Director

Head Start Director	\$64,082	\$32,041	100%	245 days
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Clerical Staff

(1) Secretary (1) Receptionist	\$60,039	\$51,033	85%	245 days
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Other Personnel

1 Bus Monitor	\$7,041	\$7,041	100%	196 days
1 Custodian	\$19,521	\$19,521	100%	245 days

TOTAL PERSONNEL: \$1,304,699

B. Fringe Benefits

Item	Base	Amount
.0765 Social Security	\$1,304,699	\$99,809
.1077 Retirement	\$1,,304,699	\$140,516
Health/Dental/Life		\$196,565

TOTAL FRINGE BENEFITS: \$436,890

TOTAL= SALARIES & FRINGE = \$1,741,589

C. Travel

No. of Trips	Destination	Length of Stay	Purpose	Staff Positions	Cost
1	Orlando, FL	3 days	Florida Head Start Leadership Conference	Board Members, Director & Coordinators	\$2,700
1	Daytona Beach, FL	4 days	Fl Head Start	All Staff	\$4,600
1	TBA	4 days	National Head Start	All Staff	\$5,400
1	Atlanta, GA	4 days	Region IV Head Start Conference	Director, Coordinators and Board Members	\$3,800

TOTAL TRAVEL: \$16,500

D. Supplies

Type	Cost
Office Supplies (Paper, Pens, Pencils, Copier Maintenance)	\$21,500
Classroom Supplies (books, software, cleaning supplies and curriculum)	\$20,000

TOTAL SUPPLIES: \$41,500

E. Contractual

Name of Organization	Purpose/Scope of Work	Period	Cost
Dentists	Dental Services	12/01/10 – 11/30/11	\$21,300
Speech Pathologist	Speech Therapy	12/01/10– 11/30/11	\$1,500
Williams Scotsman	Lease 2 Portables	12/01/10-11/30/11	\$10,360
Food Service	Registered Dietician	12/01/10-11/30/11	\$5,000

TOTAL CONTRACTUAL: \$38,160

F. Other Expenses

Phone	Local Travel (home visits, local meetings and events, travel to centers	Substitutes	Parent Services – Supplies, Travel and Training (center Committees, policy Council and male involvement	Printing (activity calendars, parent handbook, resource flyers, program brochures and program forms	Other (Field Trips for the children)
\$5,788	\$23,434	\$16,000	\$12,077	\$15,659	\$13,700

TOTAL OTHER EXPENSES: \$86,658

H. Indirect Cost

\$2,028,014 x 3.80

TOTAL INDIRECT COST - \$77,065

TOTAL ALL CHARGES PA 22 (PROGRAM OPERATION) - \$2,001,472

TOTAL PA 20 (TRAINING/TECHNICAL ASSISTANCE) - \$26,542

TOTAL HEAD START BUDGET - \$2,028,014

**HEAD START REFUNDING APPLICATION
2010-2011
BUDGET NARRATIVE PA-20**

Supplies

Type	Provider/Cost
Child and Family Services Training: (Handouts, Booklets, Brochures, etc.) Trainings: Importance of Well Child Schedule, Managing Challenging Behaviors, Child Abuse and Neglect, Parents as Teachers, Mental Health Issues	Center Committee Meetings Policy Council Meetings County-Wide Parent Training Transition Training \$1,500
Staff Training/Development: (Handouts, Training Guides, Books, Videos, etc.) Child Abuse Awareness, Team Building, Positive Discipline, Crisis Prevention, Conversational Spanish, Cultural Diversity, Blood Borne Pathogen	Staff Pre- Service Grade Group Meeting Monthly Staff Meeting Teacher Mini-Conference \$1,800

Total Cost for Supplies: \$3,300

Training and Technical Assistance

Type	Provider/Cost
Managing Challenging Behaviors Team Building Positive Discipline Crisis Prevention Conversational Spanish Cultural Diversity Head Start Orientation Transportation	Mental Health Consultant ESOL Coordinator Bi-Lingual Instructor Transportation Director Western Kentucky Cost: \$9,367

Total Cost for Training and Technical Assistance: \$9,367

Other

Type	Provide/Cost
Parent Services: Child Development, Rights and Responsibilities concerning their child's education, Safety, Parenting Skills,	Monthly Parent Meetings County-Wide Parent Trainings Cost: \$550
Training and Staff Development: Board members and staff will appropriately carry out the Head Start standards, regulations, and procedures; Develop staff skills in working with children with disabilities; Safety Procedures	State and National Conferences Pre/Post Staff Trainings Monthly Staff Meetings School Board Workshops Cost: \$13,325

Total Cost for Other Training and Technical Assistance: \$13,875

Total Budget for PA-20 (T/TA): \$26,542

In-Kind Matching Funds

2010-2011

In-Kind Provided by the Gadsden County School Board

Personnel

Program Design and Management:

Salaries/Benefits

*School Site Administrators	\$64,271.00
*School Site Data Entry	\$ 9,114.00
*School Site Clerical Support	\$11,771.00
*School Site Janitorial Services	\$10,967.00
Workers' Comp for 42 staff at \$500.00 each	\$ 21,000.00
Total Personnel	\$117,123.00

Contractual

Travel

*Children's Transportation	\$103,154.00
*Staff Travel	\$ 2,000.00
Total Travel	\$105,154.00

Other Expenses

Rent

Office Space	
*5000 square ft, @ \$13 per square ft. per year	\$65,000.00
Classroom Space	
*7 Classrooms @ 765 square ft. each @ \$12 per Square ft.	\$64,260.00

*2 Portable Units @ \$5,940 per year each	\$11,880.00
*1 Parent Resource Portable Unit @ \$5,940 per year	\$ 5,940.00
*1 Teacher Resource Portable Unit @ \$940.00 per year	\$ 940.00

Utilities

*Head Start Office for 12 months	\$43,365.00
*12 Classrooms @ \$200.00 per month for 10 months	\$24,000.00

Children Services

*Hearing Screenings for 259 children @ \$20.00 per child	\$ 5,180.00
*Speech Therapy	\$18,809.00

Volunteers

*800 Hours @ \$7.50 per hour	\$ 6,000.00
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Total Other Expenses **\$245,374.00**

TOTAL FROM GADSDEN COUNTY SCHOOL BOARD **\$467,651.00**

STATE FUNDS

Voluntary Prekindergarten (VPK)

Personnel:

Program Design and Management Personnel

Fiscal Assistant **\$39,353.00**

Total In-Kind Matching Funds **\$507,004**

Additional In-Kind Funds From Voluntary Prekindergarten Program (VPK)

Child Health and Developmental Services Personnel

Salaries/Benefits:

Teachers/Paraprofessionals	\$150,880.00
Salaries:	\$150,880.00
Benefits:	\$ 24,140.00
Total:	\$175,020.00

Family and Community Partnerships Personnel:

Salaries/Benefits:

Parent Involvement Coordinator	\$ 6,868.00
Salaries:	\$ 6,868.00
Benefits:	\$ 1,717.00
TOTAL:	\$ 8,585.00

Program Design and Management Personnel:

Salaries/Benefits:

Head Start Director	\$ 30,157.00
Receptionist/Administrative Assistant	\$ 9,126.00
Salaries:	\$ 39,283.00
Benefits:	\$ 6,283.00
TOTAL:	\$ 45,566.00
TOTAL PERSONNEL:	\$229,171.00

Gadsden County School Board Head Start Program

Grant # 04CH0241

Funding Year: 2010-11

T/TA Plan Narrative

In accordance with the expressed expectations of the Region IV Office of the Administration for Children and Families, we certify that by submitting the attached T/TA Plan we have engaged the services of our assigned T/TA Specialist, Sandra Espinel (via e-mail). We have given our T/TA Specialist access to all appropriate documents necessary to undergo both a systems thinking and systems approach to the design and delivery of T/TA services that will enhance services to children and families as we continue to move our program progressively forward.

Preparation

The Gadsden County School Board Head Start Program began the initial process for developing the 2010-11 Training and Technical Assistance Plan during the spring of 2010. The T/TA Plan was developed with the assistance of the Head Start Management Team, the Pre-K Program Director, and the TA Specialist. Meeting dates were scheduled, and during these meetings, several program documents were identified and reviewed in order to assist in the development of this plan. Extensive timelines were also set to develop/review these documents. The Program Director and Managers reviewed all documents, and each Manager compiled an in-depth list of needs identified in their specific component areas. These documents included, (but were not limited to) a review of the Self-Assessment, Program Improvement Plan, Office of Head Start Monitoring Protocol, PIR, Auditor General's Report, Community Assessment, and Parent/Staff Surveys.

Comprehensive Self Analysis

After reviewing such documents as the Self-Assessment, Program Improvement Plan, Community Assessment, Child Outcome Data etc., the team identified program strengths, areas of need in the Head Start Program and within the community, and prioritized goals. This came as a result of completing the Initial Program Profile, prioritizing needs, and completing the Appreciative Inquiry. For example, Gadsden County has been identified in the Community Assessment as a medically under-served area. As a result, many families receive limited healthcare. The need to educate and assist families in maintaining a schedule of 'Well Child' care for their children was addressed in both the Program Improvement Plan and the Training Plan. Last year's T/TA Plan was also reviewed to address any unmet training needs, and to identify any trainings that needed to be incorporated into the current Plan. For example, the continuation of a Conversational

Spanish Class was deemed necessary due to the growing population of Hispanic families in the community. This identified need comes as a direct result of data from the PIR and the Community Assessment. Although this issue was addressed in the prior year's Training Plan, it will continue to be an area of focus on the 2010-11 Plan as well.

Systems-Focused Goal Development

The Office of Head Start Monitoring Protocol framework was used to identify how various systems would be effected when identifying goals and developing outcomes. In doing so, not only did this assist in goal development, but it also assisted in identifying training audiences, responsible Managers, and in the development of the Training Plan budget.

T/TA Plan – Strategic Plan

Based on the documentation used to determine the training needs of the program, the Management Team and the Pre-K Director assigned a priority rating of 1-3 to the program's training needs, with no training needs being rated below a 3. These identified goals, outcomes, and strategies will impact such systems as record-keeping, monitoring, program governance, ERSEA, finance, etc., and will thereby enhance overall services to children and families. The total estimated cost for the Training Plan is **\$26,542.**

Shared Governance

The Program Improvement Plan was provided to all Policy Council members for review prior to the **June 24, 2010** meeting. At this meeting, the Council members were informed of the steps leading to the development of the Program Improvement Plan. They were informed that the Plan was developed using the PIR, Self- Assessment, Community Assessment, Parent/Staff surveys, and the Auditor General's Report. After reviewing the Plan, it was approved and noted that any training needs would be addressed in the Training Plan, which would also include all required Head Start and State Trainings.

The final Refunding Application including the Training Plan was approved by the Policy Council on **July 27, 2010**. The Board's approval was given on **July 27, 2010**.

<u>Title</u>	<u>Participants</u>	<u>Name</u>
<i>Executive Director (if applicable)</i>		<i>N/A</i>
<i>Head Start Director</i>		<i>Carolyn Harden</i>
<i>T/TA Specialist</i>		<i>Sandra Espinel</i>
<i>Fiscal Manager</i>		<i>Bonnie Wood</i>
<i>Education Manager/Coordinator</i>		<i>Gloria McPherson</i>
<i>Health Manager/Coordinator</i>		<i>Linda Turrall</i>
<i>Disabilities Manager/Coordinator</i>		<i>Gloria McPherson</i>
<i>Family & Community Partnerships</i>		<i>Brenda Hardwick/Mary Williams</i>
<i>Fiscal Assistant</i>		<i>Joanette Thomas</i>
<i>Head Start Parent</i>		<i>Melissa Miller</i>
<i>Head Start Parent</i>		<i>Tracey Davis</i>
<i>Head Start Parent</i>		<i>Lillian Thomas</i>
<i>Head Start Community Rep.</i>		<i>Elizabeth Gorimani</i>

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Parents' Awareness of Preventive Health Practices (as related to their children)

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Parents will implement practices that will increase overall child health and well-being.	<p>Appropriate Classroom behaviors</p> <p>Compliance with, and completion of Well Child check-up schedule (as recommended by doctor)</p>	<p>Home Visit Reports</p> <p>Child Plus Health Tracking Reports</p> <p>Agendas/Sign-in Sheets</p> <p>Mental Health Reports/Referrals</p>

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <p>Training Strategies:</p> <p>a. Provide training on importance of maintaining a 'Well Child' Schedule of care, as recommended by child's doctor (through newsletters and home visits).</p> <p>b. Child Abuse Awareness/Prevention Training</p> <p>c. Provide training on appropriate ways to manage challenging behaviors in the home (newsletters, home visits, workshops).</p>	<p>a. Head Start Staff/ H. Dept/ Consultant</p> <p>b. Consultant/ DCF</p> <p>c. Head Start Staff/ Mental Health Health Consultant</p>	<p>a. Parents</p> <p>b. Parents</p> <p>c. Parents</p>	<p>a. Health Coord.</p> <p>b. Family Svcs. Coord./Parent Involv. Coord.</p> <p>c. Health Coord.</p>	<p>a. Dec.'10- Nov.'11</p> <p>b. Dec.'10 & Apr.'11</p> <p>c. Dec.'10- Nov.'11</p>	<p>a. \$200.00</p> <p>b. \$475.00</p> <p>c. \$6475.00</p>

Part 1:

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Teacher Effectiveness in the Classroom

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Teachers will have an increased knowledge of the critical issues that effect classroom stability and performance.	<ol style="list-style-type: none"> 1. Increase in classroom management skills. 2.Reduction in Chronic Absenteeism 3. Reduction in classroom behavioral referrals 	<ol style="list-style-type: none"> 1. Attendance Reports 2. Sign-In Sheets 3. Agendas 4. Teacher Reports 5. Mental Health Consultant Reports 6. Monitoring Forms 7. Referrals

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <ol style="list-style-type: none"> a. Child Abuse Awareness/Prevention Training for Staff. b. Train teachers on attendance and absentee reporting procedures. c. Team Building Training. d. Positive Discipline Training. e. Crisis Prevention and Intervention Training. 	<ol style="list-style-type: none"> a. Consultant/ DCF b. H.S. Staff c. Consultant d. Consultant e. Consultant/ FDLRS 	<ol style="list-style-type: none"> a. H.S. Staff/ Teaching Teams b. Teaching Teams c. Teaching Teams d. Teaching Teams e. Teaching Teams 	<ol style="list-style-type: none"> a. Family Svc. Coord./ Parent Inv. Coord. b. Family Svc. Coord. c. Ed. Coord. d. Ed. Coord. e. Ed. Coord. 	<ol style="list-style-type: none"> a. Aug.'11 b. Aug.'11 c. Aug.'11 d. Mar.'11 e. Aug.'11 	<ol style="list-style-type: none"> a. \$350.00 b. -0- c. \$500.00 d, \$500.00 e. \$500.00

Part 1:

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Staff Sensitivity/Effectiveness in Working With Children/Families of Different Cultures.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Implementation of strategies that are representative of, and that support participation from all cultures in the Head Start Program.	Inclusion of, and active participation of all families served.	Sign-in Sheets Agendas Teacher Reports Home Visits Parent Reports Classroom Observations Monitoring Reports

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<i>List each strategy, event, or activity</i>					
a. Conversational Spanish class for staff.	a. Consultant/ GPSS/TA	a. H.S. Staff/ Teaching Teams	a. Ed. Coord.	a. Dec.'10- May'11	a. \$2467.00
b. Cultural Diversity/Sensitivity Training	b. H.S. Staff/ Consultant/ GPSS/TA	b. H.S. Staff/ Teaching Teams	b. Ed. Coord.	b. Jan.'11- Nov.'11	b. \$225.00

Part 1: _____

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Knowledge of Head Start Standards, Regulations, and Procedures.

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Board Members and Head Start Staff will appropriately interpret and carry out the Head Start standards, regulations, and procedures.	Implementation of Head Start Standards and Procedures	Training Agendas/Sign-in Sheets Board Meeting Minutes Classroom Observations Monitoring Reports

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <p>a. Provide in-depth New Staff Orientation Training (ongoing as new staff are hired).</p> <p>b. Provide intensive Head Start training for Board Members.</p>	<p>a. H.S. Director/ H.S. Staff</p> <p>b. H.S. Director/ Consultant/ GPSS/TA</p>	<p>a. H.S. staff/ Teachers</p> <p>b. Board Members</p>	<p>a. H.S. Director</p> <p>b. H.S. Director</p>	<p>a. Dec.'10- Nov.'11</p> <p>b. Dec.'10</p>	<p>a. -0-</p> <p>b. \$5000.00</p>

Part 1:

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

Part 2: Required HS Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
Head Start Act Section 640(a)(3)(B)(ii) Developing skills in working with children with non-English language background and children with disabilities, as appropriate	ESOL Coordinator Education Coordinator Teachers GPSS/TA	Teachers Parapro- fessionals	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	Education Coordinator	Aug '11	\$300.00
N-30-356-1-30(B)(2) 45 CFR 1304.52(k)(3)(i) Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers	Consultant Family Services Coordinator	All Staff	Cases of child abuse and/or neglect will be identified and reported	Family Services Coordinator	Aug '11	\$150.00
45 CFR 1304.41(c)(1)(iv) 45 CFR 1304.52(k)(3)(ii) Transition training for Early Head Start or Head Start staff and school or other child development staff	Education Coordinator, Consultant, GPSS,TA	Director, Manage- ment Staff	Children and families will successfully transition into and out of the Head Start program	Transition Coordinator	April '11	\$850.00
45 CF1304.52(k)(1) Orientation for new staff, consultants and volunteers	Director, Education Coordinator, Resource Teachers	New Staff	All new staff, consultants, and volunteers will receive an orientation which includes the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program	Director	Dec'10- Nov.'11	-0-

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

<p>45 CFR 1306.23(a) Pre and in-service training opportunities designed to improve the ability of staff and volunteers to deliver services required by Head Start regulations and policies</p>	<p>Director, Management Staff, Resource Teachers GPSS</p>	<p>All Staff</p>	<p>Program staff and volunteers will acquire or increase the knowledge and skills they need to fulfill their job responsibilities. This training will be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies</p>	<p>Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1306.23(b) Training about the underlying goals of Head Start and the program options being implemented</p>	<p>Director, State and National Conferences</p>	<p>All Staff Parents</p>	<p>Staff and volunteers will increase knowledge about the underlying goals of Head Start and the program options being implemented</p>	<p>Director</p>	<p>Aug.'11</p>	<p>\$4800.00</p>
<p>45 CFR 1310.17(b)(1) Operate the vehicle in a safe and efficient manner</p>	<p>Transportation Director</p>	<p>Bus Drivers</p>	<p>Transportation services provided to children will be completed safely and efficiently, without incidents of injury to persons or damage to property</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1310.17 (b)(2) Safely run a fixed route and perform specialized driving maneuvers</p>	<p>Transportation Director</p>	<p>Bus Drivers</p>	<p>Drivers will complete assigned routes and driving maneuvers safely , without incidents of injury to persons or damage to property.</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1310.17(b)(3) Administer basic first aid</p>	<p>Transportation Director</p>	<p>Bus Drivers</p>	<p>Staff and volunteers will obtain knowledge and skill in administering first aid to injured students and staff.</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

<p>45 CFR 1310.17(b)(4) Handle emergency situations</p>	<p>Transportation Director</p>	<p>Bus Drivers</p>	<p>Staff and volunteers will obtain knowledge and skill in following appropriate procedures to handle emergency situations.</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1310.17(b)(5) Operate special equipment</p>	<p>Transportation Director</p>	<p>Bus Drivers/ Monitors</p>	<p>Staff and volunteers will obtain knowledge and skill in operating special equipment.</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1310.17(b)(6) Conduct maintenance and safety checks</p>	<p>Transportation Director</p>	<p>Bus Drivers/ Monitors</p>	<p>Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment.</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1310.17(d) Meet applicable driver training requirements of the state in which they operate</p>	<p>Transportation Director</p>	<p>Bus Drivers</p>	<p>Drivers will obtain knowledge and skills related to requirements for state licensure in which they operate.</p>	<p>Transportation Director</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1304.21 (Parent) How to be the primary teacher for their children and full partners in the education of their children</p>	<p>Teacher/ Resource Teacher Parent Involvement Coordinator</p>	<p>Parents</p>	<p>Parents will obtain knowledge and skills in guiding their child's education.</p>	<p>Parent Involvement Coordinator</p>	<p>April '11</p>	<p>-0-</p>
<p>45 CFR 1304.22(a)(5) (Parent) Orientation on the need to prevent abuse and neglect</p>	<p>Teachers/ Parent Involvement Coordinator</p>	<p>Parents</p>	<p>Parents will obtain knowledge and skills needed to prevent abuse and neglect.</p>	<p>Parent Involvement Coordinator</p>	<p>Dec. '10</p>	<p>-0-</p>

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

<p>45 CFR 1304.52(k)(3)(ii) Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting</p>	<p>Teacher/ Parent Involvement Coordinator</p>	<p>Parents</p>	<p>Parents will obtain knowledge of their rights and responsibilities concerning the education of their children in the school setting. Parents will develop skill in exercising their rights as parents in the school setting.</p>	<p>Parent Involvement Coordinator /Transition Coordinator</p>	<p>April '11</p>	<p>\$750.00</p>
<p>45 CFR 1310.21(a) If the agency provides transportation, training that includes vehicle and pedestrian safety</p>	<p>Community Organiza- tions</p>	<p>Parents</p>	<p>Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods.</p>	<p>Parent Involvement Coordinator</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1304.23 Family assistance with nutrition</p>	<p>Teachers Parent Involvement /Nutrition Coordinator</p>	<p>Parents</p>	<p>Families will receive information on resources to assist with nutrition needs. Families will receive instruction on proper nutrition and meal planning.</p>	<p>Parent Involvement Nutrition Coordinator</p>	<p>Aug. '11</p>	<p>-0-</p>
<p>45 CFR 1304.40(e)(3) Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children</p>	<p>Teachers, Parent Involvement Education Coordinator</p>	<p>Parents</p>	<p>Parents will obtain knowledge in proper methods of parenting; develop an understanding of their child's educational and developmental needs; and develop skill in selecting appropriate educational and developmental activities for their children.</p>	<p>Education Coordinator</p>	<p>Aug.'11</p>	<p>-0-</p>
<p>45 CFR 1304.24(a) Parent education of mental health issues</p>	<p>Consultant/ Mental Health Coordinator</p>	<p>Parents</p>	<p>Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for.</p>	<p>Mental Health Coordinator</p>	<p>Dec. '10</p>	<p>\$900.00</p>

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2010-11

Part 3: Required State Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><i>List of Required trainings from state regulations</i></p> <p>30 hour state child care training including: 24 hour introduction to child care 3 hour Preschool Young Children 3 hour Behavior Observation and Screening</p> <p>Bus Driver/Monitor Training</p> <p>3. Blood Borne Pathogen</p>	<p>Extension Services Office</p> <p>Transportation Director</p> <p>Health Department</p>	<p>Paraprofessional</p> <p>Family Services Staff/Monitors</p> <p>All Staff</p>	<p>Paraprofessionals will gain knowledge and skills in the area of child development and children behaviors.</p> <p>Safe and dependable transportation for Head Start children, staff and parents.</p> <p>To minimize the risk of transmission of HIV, Hepatitis B, and other blood borne pathogens to staff, volunteers, and children.</p>	<p>Education Coordinator</p> <p>Director</p> <p>Health Coordinator</p>	<p>Aug. '11 Sept. '11</p> <p>Aug. '11</p> <p>Aug. '11</p>	<p>\$1100.00</p> <p>\$750.00</p> <p>\$250.00</p>

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

**SF 424B
ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and*

equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. *Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.*

9. *Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.*

10. *Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.*

11. *Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)*

12. *Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.*

13. *Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).*

14. *Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.*

15. *Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.*

16. *Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.*

17. *Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.*

18. *Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.*

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- a) *Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;*
- b) *Establishing a drug-free awareness program to inform employees about:*
 - (1) *The dangers of drug abuse in the workplace;*

- (2) *The grantee's policy of maintaining a drug-free workplace;*
- (3) *Any available drug counseling, rehabilitation, employee assistance programs; and*
- (4) *The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*
- c) *Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);*
- d) *Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:*
 - (1) *Abide by the terms of the statement; and*
 - (2) *Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;*
- e) *Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;*
- f) *Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:*
 - (1) *Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or*
 - (2) *Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.*
- g) *Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).*

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare or medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**CERTIFICATION REGARDING LOBBYING
FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.*
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.*

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

Signature of Certifying Official

Date

Title

Applicant Organization

Head Start Prekindergarten
Wage Comparability Study
2008-09

POSITION	Gad/Head Start	Program A FY 07-08	Program B FY 07-08	Program C FY 07-08	Program D FY 07-08	Program E FY 07-08	Program F FY 07-08	Program G FY 07-08
Director	\$59,542 - \$72,521	\$60,550- \$90,550	\$85,675	\$36,400 - \$54,891	\$67,046	\$65,000	\$39,000 - \$54,080	\$68,738
Education Coordinator	\$35,182 - \$48,823	\$39,232 - \$60,164	\$33,705	\$23,920 - \$38,002	\$31,092	\$36,379	\$23,920 - \$37,440	\$61,355
Classroom Teacher	BS- \$30,910- \$46,208	BS- \$25,480 \$28,080 AS-\$17,805 \$18,616	\$35,430	\$18,720 - \$33,779	\$16,892 - \$19,151	\$16,948	\$21,840 - \$33,280	\$37,424
Teacher Assistants	\$15,967 - \$18,672	\$13,874 - \$19,760	\$15,930	\$15,600 - \$25,334	\$15,546	\$12,443	\$15,000 - \$24,960	\$21,114
Social Worker	\$27,000- \$38,731	\$39,232 - \$60,164	\$26,208 - \$42,549	\$16,440- \$25,334.	NA	NA	NA	NA
Resource Teacher	\$30,910 - \$46,208	\$23,316 - \$24,918	\$38,721	\$18,720 - \$33,779	NA	NA	\$21,840 - \$33,280	\$37,424
Program Assistant	\$28,752 - \$33,096	\$23,316 - 24,918	\$20,13.21	\$18,720 - \$33,779	\$20,251	\$24,044	\$16,640 - \$24,960	\$21,160- \$25,700
Administrative Assistant	\$35,499-\$42,897	\$35,138	\$49,594	\$17,608 - \$33,779	NA	NA	\$29,875	\$33,792
Family Service Workers	\$25,317	\$23,316 - \$24,918	\$20,133.21	\$16,640 - \$25,,334	\$20,251	\$24,044	\$16,640 - \$24,960	\$21,160- 25,700
Secretary	\$25,000	\$25,000	\$35,138.88	NA	\$20,163	\$13,478	NA	\$29,875
Family Service Coordinator	\$35,052 - \$46,692	\$39,232 - \$60,164	\$33,705	\$23,920 - \$35,,901	\$31,092	\$36,379	\$23,920 - \$37,440	\$61,355
Bus Monitor	\$6,000- \$7,237	NA	\$6,817 -\$9240	\$7596	\$6.80 -10.25 per/hr	\$9128	NA	NA

Note: For confidentiality, specific identifying names of the area grantees used for wages comparisons have been withheld. However the wage survey included data from grantees in the Panhandle and Big Bend Region of north Florida including: Tri-County Head Start, Santa Rosa County School District, FSU Early Head Start, Capital Area Community Action Agency, Jackson County Schools, Okaloosa Comprehensive Head Start Child Development, Inc., Suwannee Valley Community Coordinated Child Care.

To be completed by Head Start/Pre-K Office Staff

HEAD START/PREKINDERGARTEN PLACEMENT CRITERIA

CHILD'S NAME: _____

Head Start (Income Eligible)	(20)	_____
Title I/VPK eligible (4 yr. old by Sept. 1 st)	(10)	_____
Working Parent	(5)	_____
Single Parent	(1)	_____
Teenage Parent (at time of 1 st child's birth)	(1)	_____
Medicaid (must be documented)	(1)	_____
Over 5 Children in Immediate Family	(2)	_____
3 Children Under Age 4	(2)	_____
Parent/Guardian Didn't Finish High School	(1)	_____
Age of Child: Turns 5 Between 9/2 – 12/31	(5)	_____
Turns 5 Between 1/1 – 4/15	(2)	_____
Turns 4 Between 9/2 – 12/31	(5)	_____
Turns 4 Between 1/1 – 4/15	(2)	_____
Agency Referral (referral form required)	(3)	_____
Child Has No Parent/Legal Guardian	(2)	_____
LEP Student (Limited English Proficiency)	(1)	_____

TANF _____ Foster Child _____ Parent/Guardian Receives SSI _____

Active Military Family _____ Protective Services Child _____

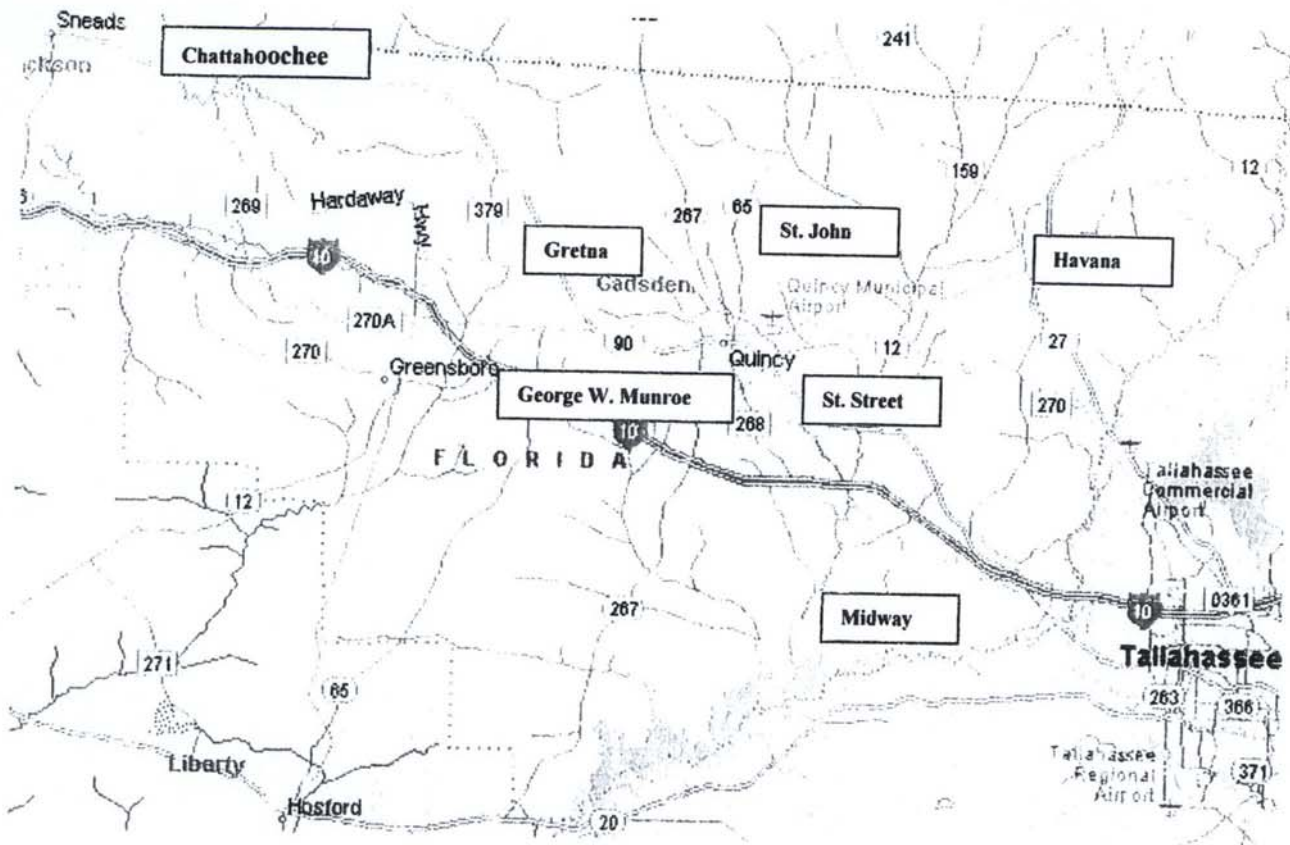
Transitioning From Early Head Start (EHS) _____

TOTAL POINTS EARNED: _____

Qualifies for: Title I/VPK (4 yr. old) _____ HS _____ Over Income _____
(Test Score 115 or below)

Date: _____

Staff Initials: _____



GADSDEN COUNTY, FLORIDA

**Head Start Center Information for
2010-2011**

Names of Centers	Current License	NAEYC	Condition:	Meets ADA Regulations
Chattahoochee Elementary	N/A	SACS Accredited	Good	Yes
Gretna Elementary	N/A	SACS Accredited	Good	Yes
George W. Munroe Elementary	N/A	SACS Accredited	Good	Yes
Stewart Street Elementary	N/A	SACS Accredited	Good	Yes
St. John Elementary	N/A	SACS Accredited	Good	Yes
Havana Elementary	N/A	SACS Accredited	Good	Yes
Midway Head Start Center	N/A	SACS Accredited	Good	Yes
Quincy Area Center	N/A	SACS Accredited	Good	Yes

Hours of Operation:

School Sites: 8:30 a.m. – 3:00 p.m.

Midway Head Start Center: 8:00 a.m. – 2:30 p.m.

Quincy Area Center: 7:30 a.m. – 5:30 p.m.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: July 27, 2010

TITLE OF AGENDA ITEM: Roof Bid for Building #8 at Havana Elementary

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Board approval of spray coat on roof of Building #8 at Havana Elementary

FUND SOURCE: 378

AMOUNT: \$20,750.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

n/a Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered n/a

CHAIRMAN'S SIGNATURE: page(s) numbered n/a

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: Mr. Reginald James – Superintendent of Schools
FROM: Wayne Shepard – Director of Facilities
RE: Roof bid – Building #8 at Havana Elementary School
DATE: June 23, 2010

For several years now we have had roofing problems on building #8 at Havana Elementary School. It is a very low pitched screwed down metal roof system and we have tried several methods of repairing it short of complete replacement, to no avail. The cost of replacement for this building using a concealed fastener metal roof system is approximately \$132,000.00. Which I think is not feasible at this time.

I have found a product that can be applied over the metal roof that will fix the leaks and give us a 10 year product warranty, extending the life of the roof 10 more years. It is a product marketed as Jaxson 600 and would be applied by qualified roofing contractors. I would like to try this product at Havana Elementary on building #8.

I sent out request for bids to three qualified roofing companies. Each company responded with a bid. I am recommending the following company to do the work.

Tidwell's Urethane Foam Service Inc.
David Tidwell
P.O. Box 950
Lakeland, FL 33802
(863) 687-2355

Their bid was lowest at \$20,750.00 to spray coat 11,000 square feet of roofing on building #8 at Havana Elementary School. The other two bids came in at \$26,180.00 and \$30,800.00.

With your approval I will be placing this item on the July Board agenda or sooner if another meeting becomes available.

If you have any questions please call me at 627-9888 or 545-7918.

c.c. Bonnie Wood – Assistant Superintendent for Business and Finance
Dr. Sonja Bridges – Assistant Superintendent for Academic Services



TIDWELLS' URETHANE FOAM SERVICE, INC.

BID DOCUMENT

**ROOFING HAVANA ELEMENTARY SCHOOL BUILDING 8
GADSDEN COUNTY FLOIRDA**

BY TIDWELLS' URETHANE FOAM SERVICE, INC.
DAVID TIDWELL
PO BOX 950 LAKELAND, FL 33802
863-687-2355

*LINE ITEM BID TO COAT BUIDING #8 WITH PLASTIC COATING
600/AG102 SPECIFICATION
TOTAL BID \$20,750.00*

ITEMS SUBMITTED WITH BID

- CONTRACTOR'S LICENSE
- PROOF OF INSURANCE ISSUING GADSDEN COUNTY AS INSURED
- MINORITY NON-MINORITY STATEMENT
- PRODUCT DATA SHEETS


CONTRACTOR'S SIGNATURE

6-16-10
DATE

PROFESSIONAL ROOFING CONTRACTORS

2038 W. Olive Street • P.O. Box 950 • Lakeland, Florida 33802 • (863) 687-2355 • Fax: (863) 687-2882

Email: MyRoof@tuf.com

LIC # CC 039848

Dwyer Industries, Inc. 7025 CR 46A, Ste. 1071-513 Lake Mary, FL 32746	Quote	
	Date	
	6/17/2010	

Customer Info

The School Board of Gadsden County
 Wayne Shepard
 35 Martin Luther King Jr Blvd
 Quincy, FL 32351

Job Address

Havana Elementary School
 Building #8
 705 US 27 South
 Havana, FL 32333

Contact:
 Wayne Shepard

E-mail:

Phone:
 850-627-9651

Fax:
 850-875-8795

Sales Rep	Terms	P.O. No.
DD	Standard	

Description	Square...	Price	Total
Jaxsan 600 spray applied roof coating to seal all leaks - Includes 5 year installer warranty and 10 year manufacturers warranty Price is per square foot and is valid through June 30, 2011 <div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 10px auto;"> $2.38 \times 11,000 \text{ SQ. FT.} = \\$26,180.00$ BUILDING # 8 HAVANA ELEMENTARY SCHOOL. Wayne Shepard </div>	1	2.38	2.38

Total	\$2.38
-------	--------

Phone: 321-436-7706	E-mail: dwyerindustries@gmail.com
Fax: 321-256-9221	Web Site: www.dwyerind.com

SCOTT WATERPROOFING, INC.
 P. O. Box 1748
 Orange Park, Florida 32067-1748
 (904) 781-1087 FAX: (904) 781-0844

PROPOSAL

Page No. 1
 of 1
 RC - 0041259

PROPOSAL SUBMITTED TO:	PHONE:	FAX:	DATE: 6/22/2010
NAME: SCHOOL BOARD OF GADSDEN COUNTY	JOB NAME: HAVANA ELEMENTARY SCHOOL		
STREET: 35 MARTIN LUTHER KING JR. BLVD	STREET: 705 US 27 SOUTH		
CITY: QUINCY	CITY: HAVANA	STATE: FL, 32333	
STATE: FLORIDA 32351	CONTACT: WAYNE SHEPARD	BID NO. 1041	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR: REROOFING OF EXISTING METAL ROOF USING THE PLASTIC COATINGS ELASTOMERIC COATING SYSTEM.

- A.) PRESSURE CLEAN ROOF FREE OF ALL DIRT AND DEBRIS
- B.) FLASH ALL ROOF PENETRATIONS AND HORIZONTAL JOINTS PER MANUFACTURERS SPECIFICATIONS.
- C.) SPRAY APPLY "JAXSAN" 600 ELASTOMERIC COATING TO THE ENTIRE ROOF AREA PER MANUFACTURERS SPECIFICATIONS.
- D.) SPRAY APPLY "JAXSAN" AG-102 ELASTOMERIC TO THE ENTIRE ROOF AREA PER MANUFACTURERS SPECIFICATIONS.
- E.) PROVIDE OWNER WITH CONTRACTORS FIVE YEAR WARRANTY AND MANUFACTURERS 10 YEAR WARRANTY COVERING LABOR AND MATERIALS.
- F.) PRICE: \$30,800.00

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS AND COMPLETE WORK IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF THIRTY THOUSAND EIGHT HUNDRED DOLLARS. (\$30,800.00)
 PAYMENT IS TO MADE BY UPON COMPLETION. ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK WILL BE COMPLETED IN A WORKMAN LIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL.
 THIS PROPOSAL IS SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND IS VOID THEREAFTER AT THE OPTION OF THE UNDERSIGNED.

SIGNATURE  BRYAN S. MARTIN, PRES.

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES AND SPECIFICATIONS ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO COMPLETE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

ACCEPTED:
 DATE: _____ SIGNATURE: _____