

AGENDA

REGULAR SCHOOL BOARD MEETING

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

August 31, 2021

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. July 27, 2021, 4:30 p.m. – School Board Workshop
 - b. July 27, 2021, 6:00 p.m. – Tentative Budget Hearing
 - c. July 27, 2021, Immediately following Tentative Budget Hearing at 6:00 p.m. - Regular School Board Meeting
 - d. July 29, 2021, 5:30 p.m. – Tentative Budget Hearing
 - e. August 3, 2021, 6:00 p.m. – Special School Board Meeting
 - f. August 12, 2021, 3:30 p.m. – School Board Workshop

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #4**
 - a. Personnel 2020 – 2021

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2021 – 2022

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Collaborative Agreement Between Capital City Youth Services – Stop Now and Plan (CCYS – SNAP) Program and Chattahoochee Elementary School (CES) - **SEE PAGE #8**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Collaborative Agreement Between Capital City Youth Services – Stop Now and Plan (CCYS – SNAP) Program and Havana Magnet School (HMS) **SEE PAGE #11**

Fund Source: N/A
Amount: N.A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Agreement Between the School Board of Gadsden County and Soliant Health/Blazer Works – **SEE PAGE #15**

Fund Source: FEFP Dollars
Amount: \$58.00 - \$62.00 per hour

ACTION REQUESTED: The Superintendent recommends approval.

- d. Contractual Agreement Between the School Board of Gadsden County and Talk of the Town Speech Therapy, LLC. – **SEE PAGE #25**

Fund Source: FEFP Dollars
Amount: \$55.00

ACTION REQUESTED: The Superintendent recommends approval.

- e. Memorandum of Understanding Between Elder Care Services and the Gadsden County School Board – **SEE PAGE #29**

Fund Source: IDEA Grant
Amount: \$3,700.00 / month

ACTION REQUESTED: The Superintendent recommends approval.

- f. Memorandum of Understanding Between the School Board of Gadsden County and Healing Hearts Music Therapy – **SEE PAGE #36**

Fund Source: IDEA Grant
Amount: \$25,000.00 (not to exceed)

ACTION REQUESTED: The Superintendent recommends approval.

- g. Memorandum of Understanding Between the School Board of Gadsden County and Disaster Rebound & Recovery Project – Center for Study and Promotion of Communities, Families and Children (CFC) – **SEE PAGE #43**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- h. Contractual Agreement Between the School Board of Gadsden County and Advanced Medical Personnel Services, Inc. – **SEE PAGE #47**
 Fund Source: Mental Health Allocation
 Amount: \$61.00 hourly
 ACTION REQUESTED: The Superintendent recommends approval.
- i. Memorandum of Understanding Between the Gadsden County School Board and North Florida Medical Centers, Inc. - **SEE PAGE #58**
 Fund Source: N/A
 Amount: N/A
 ACTION REQUESTED: The Superintendent recommends approval.
- j. The Youth Mental Health Awareness Training (YMHAT) Plan and Mental Health Assistance Allocation (MHAA) Plan – **SEE PAGE #62**
 Fund Source: N/A
 Amount: N/A
 ACTION REQUESTED: The Superintendent recommends approval.
- k. Head Start 2021 – 2022 Refunding Application and Program Improvement Plan – **SEE PAGE #81**
 Fund Source: Head Start
 Amount: \$2,351,145.00
 ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

- 8. APPOINT BOARD MEMBER TO SERVE ON THE VALUE ADJUSTMENT BOARD
- 9. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
- 10. SCHOOL BOARD REQUESTS AND CONCERNS
- 11. ADJOURNMENT

THE SCHOOL BOARD OF GADSDEN COUNTY

6a & b



35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2760
www.gadسدenschools.org

Elijah Key, Jr.
Superintendent
keye@gcpsmail.com

“Putting Children First”

August 31, 2021

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 2020-2021

Item 6B Instructional and Non-Instructional Personnel 2021-2022

The following reflects the total number of full-time employees in this school district for the 2021-2022 school term, as of August 31, 2021.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees August 2021</u>
Classroom Teachers and Other Certified	120 & 130	279.00
Administrators	110	56.00
Non-Instructional	150, 160, & 170	352.00
		<u>687.00</u>

Sincerely,

Elijah Key, Jr.
Superintendent of Schools

Cathy S. Johnson
DISTRICT NO. 1
Havana, FL 32333
Midway, FL 32343

Steve Scott
DISTRICT NO. 2
Quincy, FL 32351
Havana, FL 32333

Leroy McMillan.
DISTRICT NO. 3
Chattahoochee, FL 323324
Greensboro, FL 32330

Charlie D. Frost
DISTRICT NO. 4
Gretna, FL 32332
Quincy, FL 32352

Karema D. Dudley
DISTRICT NO. 5
Quincy, FL 32351

“The Gadsden County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.”

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2020-2021**REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:****RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
House, Ira	CES	Teacher	06/22/2121
James, Stanislas	CES	SFS Worker	06/28/2021
Olguin, Ana	HMS	Educational Paraprofessional	06/23/2021
Robinson, Lisa*	SSES	Principal	06/30/2021

RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Harrison, Noah	GCA	Educational Paraprofessional	06/23/2021

AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2021-2022**INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Baker, Annette	JASMS	Guidance Counselor	08/09/2021
Broxton, Virgus	GCHS	Teacher	08/09/2021
Dilworth, Laquanda	GCHS	Teacher	08/09/2021
Dowdell, Shannon	SSES	Teacher	08/09/2021
Gray, Valeria	GCHS	Teacher	08/09/2021
Jiles, Sonya	GWM	Teacher	08/09/2021
Miller, Sierra	JASMS	Teacher	08/13/2021
Pierre, Nadine	GWM	Teacher	08/09/2021
Valencia, Kayla	GCHS	Teacher	08/09/2021
Van Amburg, Sarah	SSES	Teacher	08/09/2021
Wilson, Loretia	SSES	Teacher	08/09/2021

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Kinsey, Laterrica	JASMS	Educational Paraprofessional	08/09/2021
Mays, LaClarence	District/Finance	Director of Finance (Interim)	07/01/2021
McClelan, Marissa	GWM	Educational Paraprofessional	08/12/2021
McGriff, Tamela	Head Start	Coordinator, Health Services	07/26/2021
Pride, Michael	Maintenance	Electrician	07/01/2021
Rispress, Devin	GCHS	Educational Paraprofessional	08/09/2021
Sierra, Nancy	District/HR	Administrative Assistant	07/19/2021

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Aguilar Maldonado, Jacqueline	GBES	Secretary	08/06/2021
Atherton, Taylor	JASMS	Teacher	07/28/2021
Baker, Sharita	JASMS	Teacher	07/20/2021
Bailey, Latrisa	SSES	Teacher	08/06/2021
Bittle, Yvette	GWM	Custodial Assistant	07/23/2021
Brown, Bennie	HMS	Teacher	07/26/2021
Bryant, Cynthia	WGMS	Teacher	08/05/2021
Bryant, Phillip	SSES	Teacher	07/21/2021
Carroll, Damarius	GEMS	Teacher	07/30/2021
Carter, Dominica	SSES	Educational Paraprofessional	07/21/2021
Dantzler, Heath	JASMS	Behavior Specialist	07/01/2021
Davis, Stephan	SSES	Teacher	08/02/2021
Dixon, Shymekia	GWM	Educational Paraprofessional	08/23/2021
Flood, Quashier	HMS	Guidance Counselor	08/09/2021
Gordon, Shakilla	SSES	Teacher	07/30/2021
Gray, Gerald, Jr.	HMS	Teacher	08/04/2021
Frederick, Cassandra	GWM	Teacher	07/16/2021
Harmon, Ashleigh	CES	Teacher	07/20/2021
Harrison, Melissa	GTI	Safety Guardian	07/22/2021
Hatcher, Terry	HMS	Teacher	08/10/2021
Hawk, Demarien	HMS	Teacher	08/24/2021
Holmes, Cathy	HMS	Teacher	07/23/2021
Hunter, Sarah	CPA	Teacher	07/20/2021
Ivery, Cherkieza	HMS	Teacher	07/23/2021
Johnson, Gregory	GCHS	Teacher	07/30/2021
Kelly-Brown, Lucille	Head Start	Educational Paraprofessional	08/02/2021
Manion, Buford	JASMS	Teacher	07/20/2021
Mitchell, Lakisha	SSES	Teacher	08/06/2021
Perterson-Smith, Cheryl	District	Reading Specialist	08/02/2021
Polihronakis, Heather	GBES	Teacher	08/02/2021
Rittman, Brenda	GWM	Teacher	08/01/2021
Richardson, Natasha	CES	Teacher	08/02/2021
Rivera, Josie	JASMS	Teacher	08/20/2021
Rolax, Veronica	GCHS	SFS Worker	07/27/2021
Sailor, Kimberly	HMS	Teacher	08/20/2021
Scales, Ricardo	SSES	Teacher	07/26/2021
Showers, Camelia	JASMS	Teacher	07/29/2021
Sierra, Nancy*	District	Personal Specialist	07/16/2021
Ward, Cherith	GWM	Educational Paraprofessional	08/08/2021
Weston, Shaquita	GWM	Educational Paraprofessional	08/05/2021
Williams, Montessia	GWM	Teacher	07/20/2021
York, Jade	HMS	Teacher	07/30/2021

*Resigned to accept another position within the District

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Chandler, Tamaria	CPA/Teacher	WGMS/Teacher	08/09/2021
Dantley, Rechelle	GWM/Teacher	HMS/Teacher	08/09/2021
Herring Smith, Joyce	GCHS/Custodial Assistant	HMS/Custodial Assistant	07/26/2021
Jackson, Sylvia	District/Area Director	District/Asst Superintendent	07/01/2021
Jackson, Juliette	WGMS/Principal	District/Director, Secondary Ed.	07/26/2021
McGriff, Tammy	District/Area Director	District/Asst Superintendent	07/01/2021
Nelson, Rena	CES/Reading Coach	GBES/Reading Coach	08/09/2021
Richardson, Teecara	Quincy Area 3's/Ed Parapro.	GEMS/Ed. Paraprofessional	08/09/2021
Robinson, Laquitta	Quincy Area 3's/Teacher	GMS/Teacher	08/09/2021
Rollinson, Latonya	GWM/Reading Coach	CES/Reading Coach	08/09/2021
Thomas-Gilliam, Roslyn	GCA/Teacher	GWM/Teacher	08/09/2021
Wade, Eileen	GCA/Teacher	SSES/Teacher	08/09/2021
Wright, Jo Lynda	CPA/Teacher	WGMS/Teacher	08/09/2021

OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Area Out of Field</u>	<u>Number of Periods</u>
Dilworth, Laquanda	GCHS	ESE	All Periods
Gray, Valeria	GCHS	ESE	All Periods
Miller, Sierra	JASMS	Elementary Education	All Periods
Wilson, Lacreteria	SSES	Elementary Education	All Periods

RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Harrison, Noah	GCA	Educational Paraprofessional	07/30/2021
Henson, Edna	GCHS	Guidance Counselor	08/07/2021
Riggins, Vann	JASMS	Teacher	08/09/2021

D.R.O.P. RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Aggelis, Steven	GCHS	Teacher	07/30/2021

SUBSTITUTES**Teachers**

Arnold, Angel	Milton, Dierra	Riggins, Cynthia
Brown, Joy	Moore, Herbert	Simmons, Laquadra
Brown, Nailah	Peterson, Jordan	
Cato, Quintealia	Pringley, Brandi	
Herring, Cynthia	Randolph, Jalia	
Livingston, Isaac	Richardson, Shareese	

SFS

Elias, Sharonda
Pounsel, Cynthia
Thispen, Dextrose
Yon, Mary

INSTRUCTIONAL AND NON INSTRUCTIONAL 2021/2022**ANNUAL CONTRACT****INSTRUCTIONAL**

Byrd, Shannon
Carter, Joycelyn
Cinous, Michaelle
Frost-Walker, Diane
Hart, Janice
Johnson, Wineisha
Rolle, Carlos
Sands, Harold
Uribe, Ruben

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Collaborative Agreement between Capital City Youth Services – Stop Now and Plan (CCYS – SNAP) Program and Chattahoochee Elementary School (CES)

DIVISION:

Student Services

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

PURPOSE AND SUMMARY OF ITEM:

A collaborative effort between Capital City Youth Services – Stop Now and Plan (CCYS – SNAP) and Chattahoochee Elementary School (CES) to work toward meeting the needs of at-risk youth and families in Gadsden County, Florida. Stop Now and Plan (SNAP®), is an evidence-based behavioral model that provides a framework for teaching children struggling with disruptive behavior issues, and their parents, effective emotional regulation, self-control and problem-solving skills. The primary goal of SNAP is to keep children in school and out of trouble by helping them make better choices “in the moment.”

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered 3

CHAIRMAN’S SIGNATURE: page(s) numbered 3

REVIEWED BY: *Sammy McTear*

Collaborative Agreement between
CCYS SNAP Program

&

Chattahoochee Elementary School (CES)

In a collaborative effort to work toward meeting the needs of at-risk youth and families in Gadsden County, Florida, CCYS and CES agree to the following.

CCYS agree to:

- Provide presentations regarding the services provided by CCYS programs
- Provide SNAP In Schools (SIS) groups that include eligible students in schools as arranged with the appropriate director and as personnel is available
- Protect the confidentiality of all students
- Provide training on youth related issues when requested and feasible
- Accept referrals on youth/families referred by CES for early intervention. CCYS will make 3 telephone attempts to contact the parent/guardian of the youth. After the third attempt, CCYS will send a letter to the family about the referral. CCYS will report back to the referral source(s) regarding the outcome of said referral.
- CCYS employees will follow all CDC, DOH, local, state, and federal guidelines regarding COVID-19. This includes wearing of masks, maintaining social distancing, and sanitizing/washing of hands.

CES agree to:

- Allow CCYS/SNAP team to come on campus and work with CES Students to deliver SNAP material.
- Refer families, as appropriate, to CCYS
- Work in collaboration with CCYS to address issue for which youth and/or families are referred.
- Provide CCYS SNAP Staff with a classroom to work with CES students
- Provide access to student attendance and grade records in response to receipt of signed consent from parents/guardians
- Provide a consistent, confidential space for the counselor(s) to meet with youth referred for services
- Keep CCYS flyers/brochures in CES Administrative offices and schools
- Identify a school-based contact at each CES for CCYS that will act as a referral source, and with any logistical issues in meeting with youth during schools hours
- CES employees will also follow all CDC, DOH, local, state and federal guidelines regarding COVID-19. This includes wearing of masks, maintaining social distancing, and sanitizing/washing hands
- CES will also assist in ensuring youth follow the same practices

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

CCYS Representative

Name: _____
Title: _____
Signature: _____
Date: _____

CES Representative

Name: _____
Title: _____
Signature: _____
Date: _____

Superintendent of Gadsden School District

Name: _____
Title: _____
Signature: _____
Date: _____

Chairman of Gadsden School District Board

Name: _____
Title: _____
Signature: _____
Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Collaborative Agreement between Capital City Youth Services – Stop Now and Plan (CCYS – SNAP) Program and Havana Magnet School (HMS)

DIVISION:

Student Services

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

PURPOSE AND SUMMARY OF ITEM:

A collaborative effort between Capital City Youth Services – Stop Now and Plan (CCYS – SNAP) and Havana Magnet School (HMS) to work toward meeting the needs of at-risk youth and families in Gadsden County, Florida. Stop Now and Plan (SNAP®), is an evidence-based behavioral model that provides a framework for teaching children struggling with disruptive behavior issues, and their parents, effective emotional regulation, self-control and problem-solving skills. The primary goal of SNAP is to keep children in school and out of trouble by helping them make better choices “in the moment.”

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered 2

CHAIRMAN’S SIGNATURE: page(s) numbered 2

REVIEWED BY: *Sammy McBruff*

Collaborative Agreement between

CCYS SNAP Program

&

Havana Magnet

In a collaborative effort to work toward meeting the needs of at-risk youth and families in Gadsden County, Florida, CCYS and Havana Magnet agree to the following.

CCYS agree to:

- Provide presentations regarding the services provided by CCYS programs
- Provide SNAP In Schools (SIS) groups that include eligible students in schools as arranged with the appropriate director and as personnel is available
- Protect the confidentiality of all students
- Provide training on youth related issues when requested and feasible
- Accept referrals on youth/families referred by Havana Magnet for early intervention. CCYS will make 3 telephone attempts to contact the parent/guardian of the youth. After the third attempt, CCYS will send a letter to the family about the referral. CCYS will report back to the referral source(s) regarding the outcome of said referral.
- CCYS employees will follow all CDC, DOH, local, state, and federal guidelines regarding COVID-19. This includes wearing of masks, maintaining social distancing, and sanitizing/washing of hands.

Havana Magnet agree to:

- Allow CCYS/SNAP team to come on campus and work with Havana Magnet Students to deliver SNAP material.
- Refer families, as appropriate, to CCYS.
- Work in collaboration with CCYS to address issue for which youth and/or families are referred.
- Provide CCYS SNAP Staff with a classroom to work with Havana Magnet students
- Provide access to student attendance and grade records in response to receipt of signed consent from parents/guardians
- Provide a consistent, confidential space for the counselor(s) to meet with youth referred for services
- Keep CCYS flyers/brochures in Havana Magnet Administrative offices and schools
- Identify a school-based contact at each Havana Magnet for CCYS that will act as a referral source, and with any logistical issues in meeting with youth during schools hours
- Havana Magnet employees will also follow all CDC, DOH, local, state and federal guidelines regarding COVID-19. This includes wearing of masks, maintaining social distancing, and sanitizing/washing hands
- Havana Magnet will also assist in ensuring youth follow the same practices

- Havana Magnet will ensure in-person counseling spaces remain consistent, confidential, and allow for appropriate social distancing

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

CCYS Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Havana Magnet Representative

Name: Thelma Hickman

Title: Principal

Signature: [Handwritten Signature]

Date: 8/5/21

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

CCYS Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Havana Magnet Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Agreement between The School Board of Gadsden County and Soliant Health/Blazer Works

DIVISION:

Exceptional Student Education

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

PURPOSE AND SUMMARY OF ITEM:

This contract will provide Speech/Language services and Psychological services (including, but not limited to intervention services, assessments, evaluations, counseling, consulting, collaboration, and support to families, school staff and administrators).

FUND SOURCE: FEFP Dollars

AMOUNT: \$58.00 – 62.00 per hour

PREPARED BY: Sharon B. Thomas 

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 8

CHAIRMAN'S SIGNATURE: page(s) numbered 8

SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper .

REVIEWED BY:  _____



CLIENT SERVICES AGREEMENT
Education Division



Soliant Health, LLC (hereafter referred to as "Soliant"), and

GADSDEN COUNTY SCHOOL DISTRICT
(Client Name)

whose location is

35 Martin Luther King Blvd
(Street Address)

Quincy, FL 32351
(City, State, Zip)

(hereafter referred to as "Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing its employees ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. Scope of Services.

Soliant, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Soliant will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers' compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Soliant will use its commercially reasonable efforts to find a replacement in a timely manner.

2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of Soliant and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Soliant agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Soliant does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Soliant will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. Telepractice Services.

Soliant, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

4. Insurance.

Soliant will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employers Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.

5. Competency and Licensing.

Soliant will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Soliant will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Soliant will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Soliant will make available to Client all appropriate Consultant records that Soliant may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. Soliant will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. On-Site Responsibility.

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Soliant is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Soliant is not responsible for the Consultant's on-site performance given that Soliant does not have the capacity to provide direct, on-site supervision of daily activity. Client

Rev 04/2021

CLIENT SERVICES AGREEMENT
Education Division



acknowledges that any deviation of the Client's policies and procedures as orientated to Soliant's Consultant should be reported in writing and directly to Soliant immediately so that Soliant may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by Soliant for a period of one year after the latest date of introduction, referral, placement, or end of the contract assignment. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$21,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Soliant upon start date.

8. Equal Opportunity.

It is the policy of Soliant to provide equal opportunity to all Consultants for employment. Soliant and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Payment Terms.

Client will be billed on a weekly basis for all services provided during the previous week. Client will pay Soliant based on the service charges specified in the Consultant Assignment Confirmation included as an addendum to this Agreement. All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. It is Client's responsibility to notify Soliant if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within fifteen (15) days of receipt of invoice.**

10. Default Charges.

Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, Soliant reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

11. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

12. Administrative Responsibilities.

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Soliant in writing within three (3) business days of alleged failure. Failure to notify Soliant before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned representative are not subjected to billing dispute if Client fails to notify Soliant of time sheet and work performed discrepancies.

13. Incident and Error Tracking.

Client will report to Soliant any performance issues, incidents, errors and other events related to the care and services provided by Soliant employees. Soliant will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

14. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which Soliant's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Soliant within guidelines set forth by governing entities. In the event of work-

CLIENT SERVICES AGREEMENT
Education Division



place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Soliant concurrently with Client for the purpose of reporting such event to Soliant's workers compensation carrier. If Client's reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Soliant and Soliant's Consultant.

15. Termination of Contracted Assignment with Cause.

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that Soliant facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless Soliant has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Soliant's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Soliant's Consultant s are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Soliant in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 13 of this agreement. Soliant shall have five (5) business days to refill the position in the event of termination with cause. Should Soliant identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant s assignment.

16. Termination of Contracted Assignment without Cause.

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Soliant as a result of such cancellation.

17. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

18. Paid Sick Leave.

For those jurisdictions that have passed or will pass legislation requiring Paid Sick Leave, Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant assigned to Client. This section is not applicable until the effective date of such legislation has been reached.

19. Unscheduled Facility Closure Policy.

Soliant will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by Soliant. Soliant and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

20. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Soliant for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

CLIENT SERVICES AGREEMENT

Education Division



21. Issue Resolution.

In the event Client encounters an issue that is not satisfactorily resolved by its Soliant representative, Client should escalate the issue to the appropriate Soliant manager by calling 800-849-5502. Please ask for your account representative's manager.

22. Indemnification.

To the extent permitted by law, each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

23. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of Soliant shall include, but is not limited to, any and all unpublished information owned or controlled by Soliant and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Soliant and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

24. Family Education Rights and Privacy Act.

Soliant shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Soliant and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultant s assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

25. State Retirement System Notice.

This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employees' retirement system, and/or any similar or successor system applicable to the professionals provided by Soliant. Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify Soliant if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Soliant of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Soliant by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Soliant. The Client and Soliant expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

26. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

CLIENT SERVICES AGREEMENT
Education Division



27. Survival.

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

28. Governing Law.

This Agreement shall be governed by the laws of the state of Delaware.

29. Modification of Agreement.

This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

30. Entire Agreement.

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***

SOLIANT HEALTH, LLC

Client Representative Signature

Date

Soliant Representative Signature

Date

Elijah Key, Jr.
Print Name

Print Name

Superintendent of Schools
Title

Title

CLIENT REQUIRED DOCUMENTS CHECKLIST



Client: Gadsden County School District

City, State: Quincy, FL 32351

In an effort to provide all necessary documentation for travel healthcare professionals assigned to your facility, we ask that you complete this form to be used as a reference for all personnel placed in your facility.

Standard Credentialing Package

As part of our Standard Credentialing Package, Soliant will provide the following prior to the start of a contracted assignment.

PROFESSIONAL:
Current CV / Resume
Current Skills Checklist, if applicable
References

LICENSURE
Professional License, as applicable
Professional Certification, as applicable
License and/or Certification Verification

EDUCATION:
CDC Guidelines for School Professionals
FERPA Guidelines

BACKGROUND:
Criminal Background Check
GSA Exclusion Search
HHS/OIG Search
Sexual Offender Search

MEDICAL:
Hepatitis B Vaccination / Declination form
MMR Declination
Physical Examination Waiver
10-Panel Drug Screen

Optional Credentialing

If your district requires any additional credentialing items above what is contained in the Standard Credentialing Package, please indicate below. If no additional items are noted, the Standard Credentialing Package will be provided.

For auditing purposes, Gadsden County School District requires and requests a copy of the Credentialing Documents.

Gadsden County School District requires pre-approval of any overtime.

Credentialing Documents will be held on file at Soliant and unless specifically requested, will not be forwarded to Client.

Orientation Details

Will the contracted professional be permitted to attend Orientation while license is in process? YES NO

Will the contracted professional be permitted to start their assignment while license is in process? YES NO

CLIENT INFORMATION REQUEST



CLIENT

School, District or Business Name: Gadsden County School District
Billing Address: 35 Martin Luther King Jr Blvd
City, State, Zip: Quincy, FL 32351
Contact Name to Receive Invoice: Sharon B. Thomas
Invoice Email: thomass@gcpsmail.com
Invoice Email CC, if applicable: herringr@gcpsmail.com
Contact Phone: (850) 627-9651

In an effort to increase efficiency for our Clients, Soliant Health will email service invoices. Should you wish to opt out of this process, please check here

Invoice Follow-up Contact: Name: Regina Herring
 same as above Email: herringr@gcpsmail.com
Phone: (850) 627-9651

Payment Inquiry Contact: Name: Regina Herring
 same as above Email: herringr@gcpsmail.com
Phone: (850) 627-9651

SOLIANT HEALTH, LLC

Correspondence Address
Correspondence, Contracts, Contract Addendums, Notices, etc.
5550 Peachtree Parkway, Suite 500
Peachtree Corners, GA 30092
Fax Number: **877-831-8511**

Remittance Address
Only payments should be sent to this address
PO Box 934411
Atlanta, GA 31193-4411

Account Representative
Name: _____
Email: _____
Telephone: _____

Billing Disputes, Purchase Orders, W-9 Requests
Email: billing@soliant.com
Fax: 877-831-8511

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____



DocuSign Envelope ID: 681D966B-F730-4C50-BC0E-781C8D1F7158



CLIENT ASSIGNMENT CONFIRMATION



This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant Health for hours worked by Consultant according to the terms outlined in this confirmation.

ASSIGNMENT DETAILS

CLIENT NAME: Gadsden County Schools

Consultant: Alethea Karras Position: SLP

Assignment Start Date: 08/09/2021 Assignment End Date: 06/07/2022

Bill Rate per hour: \$ 59 Overtime Bill Rate per hour: ~~\$ 88.5~~ NA

Minimum Hours: 37.5 per week

Miscellaneous:

Teaching Certification: Teaching certification -- select --

DESIGNATED APPROVERS

District Personnel designated by Client to approve Timesheets. If not applicable, respond with N/A.

Name	Title	Phone	Email Address
<u>Sharon B. Thomas</u>	<u>ESE/SS Director</u>	<u>(850) 627-9651</u>	<u>thomass@gcpsmail.com</u>

Please note: Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.

Client agrees that it will not directly or indirectly, personally or through another agent or agency, contract with or employ Consultant for a period of one year after the latest date of introduction, referral, or completion of the assignment.

All hours are guaranteed if Consultant is quarantined at home due to contracting the COVID - 19 virus while on school site.

Option of virtual services will be offered by Soliant in leu of onsite services.

All precaution will be taken by the Client to create a safe and healthy environment.

Sign 8/25/2021

Sharon Thomas
Client Printed Name

ESE/Student Services Director
Client Title

DocuSigned by: 8/25/2021

Daniel Jones
Soliant Health, LLC Signature

Daniel Jones
Soliant Health, LLC Printed Name

Operations Director
Soliant Health, LLC Title

*Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless Soliant is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Contractual agreement between The School Board of Gadsden County and Talk of the Town Speech Therapy, LLC

DIVISION:

Exceptional Student Education

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

PURPOSE AND SUMMARY OF ITEM:

This contract will provide Speech/Language services (including, but not limited to intervention services, assessments, evaluations, counseling, consulting, collaboration, and support to families, school staff and administrators).

FUND SOURCE: FEFP Dollars

AMOUNT: \$55.00

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education and Student Services

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

SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper .

REVIEWED BY: *Regina Herring*

MS

AGREEMENT TO PROVIDE THERAPY SERVICES FOR GADSDEN COUNTY SCHOOL BOARD

I. SCOPE OF SERVICES

This contract agreement is between **Gadsden County School Board, Quincy, Florida** hereinafter referred to as "**AGENCY**" and "**Talk of the Town Speech Therapy LLC**", hereinafter referred to as "**CONTRACTOR**" for the **2021-22** school year.

The AGENCY is in the business of providing childhood services to children with special needs enrolled in its program, and in the conduct of such business, desires to enter into a service agreement whereby the CONTRACTOR shall provide Speech/Language Therapy and/or Physical Therapy Services upon the following terms and conditions:

II. NATURE OF WORK

CONTRACTOR shall provide Speech/Language Therapy and/or Physical Therapy services with respect to all matters relating or affecting the provision of speech language & physical therapy to the AGENCY. CONTRACTOR shall render services according to professional qualifications, and provide copies of appropriate registration, State of Florida licensure and/or permit, and proof of Professional Liability Insurance, all of which shall be maintained throughout the terms of this agreement. CONTRACTOR and AGENCY shall determine the schedule of days, hours, and locations for services performed under this agreement. It is understood that these services will be rendered at schools within the Gadsden County Public School System, Gadsden County, Florida.

The CONTRACTOR will:

- Provide direct and consultative Speech/Language Therapy and/or Physical Therapy services to eligible students enrolled with The Gadsden County School Board. Services shall be consistent with the goals/objectives in students' education/support plan.
- Maintain a student schedule including the hours of service for each student served and submit a monthly statement of services rendered by the CONTRACTOR to the AGENCY.
- Submit Medicaid billing in accordance with school/district procedures and timelines.
- Perform record reviews, evaluations and reevaluations according to referrals received by IEP committee, and prepare evaluation/reevaluation summaries.
- Request physician prescriptions as needed to provide Speech/Language Therapy and/or Physical Therapy to eligible students.
- Provide on-going progress reports/consultation logs consistent with the frequency timelines in the students' education/support plan.
- Refrain from disclosing highly confidential information that is acquired or is given access to unless disclosure is required by law or with authorization of the AGENCY.

The AGENCY will:

- Provide appropriate workspace for diagnostic, intervention, and consultation services.
- Provide access to a copier, fax machine, telephone, computer with internet access for completing internet-based documentation/IEPs for Gadsden.
- Provide supplies/equipment as needed for CONTRACTOR to carry out the Speech/Language Therapy and/or Physical Therapy goals/objectives outlined in the education/support plan.

III. PAYMENT

Services provided by the CONTRACTOR and authorized by the AGENCY shall be compensated at the following: **37.5 hours weekly at \$55.00 per hour**. This rate shall be applied to all treatment sessions and/or meetings associated with

each student. CONTRACTOR will submit invoices and upon verification of the services, the AGENCY will make payments to the CONTRACTOR within **thirty (30) days** from the date of receipt of the invoice. **PAYMENTS SHALL BE MADE PAYABLE TO:** Talk of the Town Speech Therapy LLC.

IV. NON-COMPETE CLAUSE

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

V. GOVERNING LAW/AMENDMENTS

Florida Law shall govern this instrument in reference to interpretation, construction and performance. The said agreement may not be changed, modified, altered, or amended except by a written instrument signed by both parties.

VI. MEDIATION

The AGENCY and the CONTRACTOR, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.

VII. STATUS OF CONTRACTOR AND RELATIONSHIP OF PARTIES

The relationship between the AGENCY and the CONTRACTOR, its employees and agents, shall be that of an independent contractor, and CONTRACTOR will not be considered an employee of the AGENCY for any purpose.

VIII. REPRESENTATIONS

The parties represent to each other:

- (a) Each party fully understands the provisions of this Agreement and each is signing this Agreement freely and voluntarily intending to be bound by its terms.
- (b) Each party understands and agrees that this Agreement constitutes the contract of the parties.

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

Jessy K. Crean, A.S., CCC-SLP 8/9/21
(CONTRACTOR) DATE

GADSDEN COUNTY SCHOOL BOARD

(DIRECTOR OF ESE) DATE

(SUPERINTENDENT OF SCHOOLS) DATE

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Memorandum of Understanding between Elder Care Services and 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:

The purpose of providing its Volunteers with meaningful service opportunities with clients of the District. All services expected must conform to the regulations governing the National Foster Grandparent Program as published in the Federal Register.

FUND SOURCE: IDEA Grant

AMOUNT: \$3,700.00/month

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

3 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 6

CHAIRMAN'S SIGNATURE: page(s) numbered 6

REVIEWED BY: *Reginald Herring*

MF

Memorandum of Understanding

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with the 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 as published in the Federal Register.

This agreement shall be in effect for the school year period beginning August 1, 2021 and ending June 30th, 2022 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>Sharon Thomas</u>
Position Held:	<u>Program Director</u>
Program Representative:	<u>Tiffane Zanders</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 **THIRTY-FIVE (35) IN K-12 and Pre-K** volunteer position(s) and volunteer positions at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide not less than 40 hours of orientation and training – of which 20 hours must be pre-service orientation – and an average of 4 hours monthly of in-service training. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed
4. 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 (Assignment Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
5. Prior to placement, all Foster Grandparent (FGP) Volunteers will be pre-screened in accordance with federal and state guidelines, including: National Sexual Offender Public Website (NSOPW) and Level II

Criminal History Checks in accordance with the Corporation for National Service Guidelines. If sites are required to conduct background checks or rechecks specific to Florida Statutes that govern their station it is the sole responsibility of the station to conduct these checks. Personal references and prior employment may be checked if needed.

6. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
7. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
8. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
9. Retain full responsibility for the management and fiscal control of the project.
10. Ensure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Ensure a plan specifying activities to be performed by the volunteer is current.
11. Provide the Station with a Statement of Service on a monthly basis.
12. Monitor travel site expense to ensure that transportation costs are incurred through volunteer assignments and volunteer service. Provided there are sufficient funds available, project funds cover a limit of \$89 (200 miles @ 44.5 cents per mile) per volunteer per month.
13. 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

The Station 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, Assignment Plans, Outcome Forms, evaluations, etc.
9. Develop or utilize existing Assignment 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 teachers 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 suggested donation/in-kind contribution(s) of non-federal funds for share of cost to the Program:

Volunteer Support \$3,700.00/month for 9 months of the school year only

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 Foster Grandparents are assigned are accessible to persons with disabilities, limited English proficiency, and provide reasonable accommodations to allow

participation. The Volunteer Station will maintain the programs and activities to which Foster Grandparents volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities

19. The volunteer station will not discriminate against Foster Grandparents on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, age, political affiliation, religion, or disability or on the basis of disability, if the volunteer is a qualified individual with a 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.
21. Volunteers are prohibited from engaging in political activities while on duty or resulting in identification or involvement of the volunteer project with the political activity. Prohibited political activities include: electoral activities, voter registration, voter transportation to polls, and efforts to influence legislation and labor or anti-labor organizations or related activities.
22. Volunteers may not give religious instruction, conduct worship services, or engage in any form of religious practice while on duty.
23. Elder Care Services and its employees, nor any volunteer station, may request or receive compensation from the beneficiaries of Senior Corps volunteers. No volunteer can receive a fee for service from the service recipients, their legal guardians, members of their families, or friends.

SECTION III

The Program and Station mutually agrees:

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. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation.
3. 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.

If the number of volunteers stated in this contract remains inaccurate for four or more months, an addendum should be signed to adjust the amount of volunteers to a more consistent and mutually agreeable number.

4. **Special Provisions:** All volunteers must sign the COVID-19 Foster Grandparent Statement of Understanding before any service may begin.

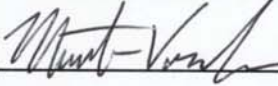
IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

Elder Care Services, Inc.
Senior Volunteer Programs

Station

BY: Matthew Vossler

BY: _____

SIGNATURE: 

SIGNATURE: _____

TITLE: Director of Volunteers & Engagement

TITLE: _____

ADDRESS: 2518 W. Tennessee St.

ADDRESS: _____

Tallahassee, FL 32304

DATE: 8/01/2021

DATE: _____

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Elder Care Volunteer Coordinator

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of the Gadsden County District Board

Name: _____

Title: _____

Signature: _____

Date: _____

Superintendent of Gadsden County School District

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Memorandum of Understanding between The School Board of Gadsden County and Healing Hearts Music Therapy.

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 Stewart Street Elementary, Gadsden County High School, Shanks Middle School, and George W. Munroe Elementary.

FUND SOURCE: IDEA Grant

AMOUNT: \$25,000.00 (not to exceed)

PREPARED BY: Sharon B. Thomas *[Signature]*

POSITION: Director of Exceptional Student Education and Student Services

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 _____

This form is to be duplicated on light blue paper.

REVIEWED BY: *[Signature]*

MEMORANDUM OF UNDERSTANDING

To: GADSDEN COUNTY SCHOOL SYSTEM

From: HEALING HEARTS MUSIC THERAPY LLC

Date: AUGUST 2021

Re: MUSIC THERAPY SERVICES

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between GADSDEN COUNTY SCHOOL SYSTEM, whose address is 35 Martin Luther King Blvd, Quincy, FL 32351 and HEALING HEARTS MUSIC THERAPY (hereinafter "HEALING HEARTS"), whose address is 1862 Newman Lane, Tallahassee, FL 32312.

- A. **Purpose.** The purpose of this MOU is to establish the salient terms and conditions under which HEALING HEARTS will operate and function. HEALING HEARTS is a music therapy practice that provides music therapy services to various facilities in Florida and Georgia.
- B. **Term.** This MOU is made and entered into upon the day and date signed and executed by the duly authorized representative of GADSDEN COUNTY SCHOOL SYSTEM and HEALING HEARTS and shall remain in full force and effect until June day 7th, 2022. This MOU may be terminated, without cause, by either party upon 30 days written notice, which notice shall be delivered by hand or certified mail to the address listed above. In case of termination all costs and fees due to HEALING HEARTS under this MOU shall paid on the date of such notice.
- C. **Services.** During the term (as specified in Section B) HEALING HEARTS shall provide music therapy services to students who have been identified as appropriate candidates for services. HEALING HEARTS will provide a licensed Board-Certified Music Therapist (MT-BC) and/or Music Therapy Intern (MTI) to perform consultative, direct, and indirect music therapy services to the identified student(s). Music Therapy sessions will be designed by the MT-BC/MTI, according to the student or groups referred and assessed needs, taking into account consultation and recommendations of teachers and staff. MT-BC/MTI will create music therapy sessions for identified classrooms (programmatic services) and for individuals (direct services). Session plans may include objectives obtained from IEPs, performance-based outcomes, and curriculum. Documentation will be taken for each music therapy session. Feedback, in the form of a written report and/or verbally, will be provided to teachers and staff at the school or district level at the end of the quarter, year, or semester (by request) for progress

monitoring of students. All services will be provided in the appropriate school environment according to each student's Individual Education Plan (IEP).

2021-2022 Summer Service Plan

Healing Hearts will be contracted for 12 hours per week to provide services to students of the Gadsden County School District (See Appendix A- Allocation of Services/Time). The first two weeks of school, MT-BCs will conduct music therapy assessments, observations, and teacher meetings for music therapy groups. MT periodic reassessment, such as seeking out IEP plans and/or functional goals to identify music therapy goals and observation of students in the natural school setting, will also be included within work time, when necessary to perform such tasks. When implementing services, each group/class of music therapy will be broken down into an average ratio of 1 hour of direct student contact to 15 minutes of preparation and documentation time (See Exhibit A-Allocation of Services/Time). Healing Hearts must turn in sign-in sheets (with signatures of a school representative and the music therapist facilitating services) and an invoice in order to receive payment, with the exception of the following provisions:

The MT-BCs reserve the right to complete documentation and planning, follow-up emails with teachers and/or administration, away from the school sites when school-mandated scheduling interferes with the scheduling of music therapy services. This will not affect direct student contact hours. Proof of this provision will be the documentation. This work will also be reflected on the invoice.

Up to 12 hours at the beginning of the school year and 12 hours at the start of the 3rd nine weeks will be allotted Healing Hearts to bill while doing work remotely. The purpose of these days is to produce initial/beginning of the year treatment plans and to produce middle of the year documentation, respectively. Any request for formal mid-year documentation will also be billed for an additional 6 hours. Proof of this provision will be the document. This work will also be reflected on the invoice.

D. Payment. The fee schedule for services provided is attached hereto as Exhibit B

E. Cancellation Policy: HEALING HEARTS will not bill GADSDEN COUNTY SCHOOL SYSTEM for emergency cancellation of services by the MT-BC. Additionally, HEALING HEARTS requires a 24-hour notice for cancellation of sessions (ie. field trips/school events etc.) or GADSDEN COUNTY SCHOOL SYSTEM will be billed for a full session. If the MT-BC arrives for the scheduled session ready to provide services and students/groups are unavailable for the scheduled session or cancels, HEALING HEARTS reserves the right to bill the scheduled session in full. Additionally, HEALING HEARTS reserves the right to reschedule sessions that may have been cancelled resulting from school closure, holiday, inclement weather, etc.

- F. **Billing.** All billing will be on a calendar month basis. HEALING HEARTS will submit an itemized statement of services provided during the month on the 1st day of each month for services rendered the prior month. The itemized bill will include dates of services, services rendered, and balance due.
- G. **Insurance.** HEALING HEARTS will provide GADSDEN COUNTY SCHOOL SYSTEM with the MT-BC's certification number, state licensure credentials, and proof of liability insurance. If requested by HEALING HEARTS, shall likewise provide proof of liability insurance to HEALING HEARTS, including but not limited to premises liability insurance sufficient to cover business invitees on the premises of GADSDEN COUNTY SCHOOL SYSTEM.
- H. **Administrative.** No parts of this MOU will be construed to alter the legal rights and remedies available to each party otherwise.
- I. **Obligations.** GADSDEN COUNTY SCHOOL SYSTEM will provide necessary and reasonable space on-site to facilitate performance of any and all services under this MOU. HEALING HEARTS will bear its own costs in the performance of its services not listed in Exhibit A.
- J. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Florida. The courts of the State of Florida shall have jurisdiction over any action arising out of this MOU and over the parties, and venue shall lie in Leon County, Florida.
- K. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral. This agreement cannot be amended or modified, except in writing signed by authorized representatives of HEALING HEARTS and GADSDEN COUNTY SCHOOL SYSTEM.
- L. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- M. **Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek enforcement of this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

IN WITNESS WHEREOF, the Parties to this MOU through their duly authorized representatives have executed this MOU on the day(s) and date(s) set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

HEALING HEARTS MUSIC THERAPY

By: _____
Its Duly Authorized Representative Date

GADSDEN COUNTY SCHOOL SYSTEM

By: _____
Its Duly Authorized Representative Date

EXHIBIT A

Allocation of Services/Time

Based on services provided last year and new planned services for this year, Healing Hearts will be providing services to the following schools (below). While the classes provided and the overall services will reasonably stay the same, there may be some change in the specific classes scheduled to be served on a particular day based on logistic ability of the therapist and best interest of students as defined by therapists with input from teachers:

Gadsden County High School

- 4 Hours of direct client contact split between 3 self-contained classrooms
- 1 hour of set-up/travel between classes/documentation and planning

Shanks Middle School

- 1 hour 45 minutes of direct client contact split between 3 self-contained classrooms
- 15 minutes of set-up/travel between classes/documentation and planning

Stewart Street Elementary

- 2 hours for direct client contact 3 split between 3 self-contained classes
- 30 minutes set-up/travel between classes/documentation and planning

George Monroe

- 2 hours of direct client contact time for 2 self-contained classes and 2 pre-school classes
- 30 minutes of set-up/travel between classes/documentation and planning

EXHIBIT B
SCHEDULE OF FEES

<u>Service Rendered</u>	<u>Costs</u>
60 Minute Session- (includes Documentation and Group Music Therapy)	\$58.00
Written Mid Year Evaluation (minimum 12 hours)	\$58.00/hour

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7g

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Memorandum of Understanding between The School Board of Gadsden County and Disaster Rebound & Recovery Project – Center for Study and Promotion of Communities, Families and Children (CFC)

DIVISION:

Exceptional Student Education

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

PURPOSE AND SUMMARY OF ITEM:

This agreement between The Board of Gadsden County and The Center for the Study and Promotion of Communities, Families and Children (CFC), provides an evidence-based program, Cognitive Behavioral Intervention for Trauma in Schools (CBITS). The goal of the program is to build students' social-emotional skills. This in turn will assist students with improving day-to-day functioning, grades, attendance, and coping skills.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sharon B. Thomas *SBS*

POSITION: Director of Exceptional Student Education and Student Services

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

SCHOOL BOARD ATTORNEY: page(s) numbered _____

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REVIEWED BY: *Jimmy McZuff*

MF

Service Partner MOU

Disaster Rebound & Recovery Project

I. Purpose of MOU

This memorandum of understanding (MOU) outlines the basic agreement during operation between the Center for the Study and Promotion of Communities, Families and Children (hereafter, the "CFC Center") and Gadsden County School District (hereafter, "Gadsden County") for the Disaster Rebound and Recovery Project (hereafter "the Project"), a translational research project providing an evidence-based program, Cognitive Behavioral Intervention for Trauma in Schools (CBITS; hereafter "the Program"), for adolescents who have experienced trauma or stressful events.

II. Program Goal

The goal of CBITS is to help adolescents, grades 5th through 12th, build social-emotional skills while assisting them in processing and coping with current and future stressful events, relieving symptoms of post-traumatic stress, depression, anxiety, and behavioral problems. Thus in turn this assists with improving day-to-day functioning, grades, attendance, peer and parent support, and coping skills.

III. Project Goal

The goal of the Project is to further establish the evidence-base of the utility of the Program by evaluating change over time in the participating adolescent's quality of life, trauma symptoms, stress, substance misuse, parent- child relationship quality, and emotion regulation. The CFC Center will lead and oversee the Project, which includes delivery of the Program, and Gadsden County shall provide the space and adolescent participants necessary for involvement in the Project.

IV. Term

This agreement shall start on August 10th, 2021 and end on August 10th, 2022. It may be amended and/or extended based upon the agreement of the CFC Center and Gadsden County.

V. Point of Contacts

Administrative

CFC Center		Gadsden County	
Savannah Smith, MSW	Certified CBITS Trainer	Name	Title
(850)-866-6671	ssmith24@fsu.edu	Phone	email

Operational

CFC Center		Gadsden County	
Ellen Piekalkiewicz	Director	Name	Title
N/A	epiekalkiewicz@fsu.edu	Phone	email

VI. Operational Roles and Responsibilities

A. CFC Center

1. Provide a clinical staff member certified as a CBITS Trainer to ensure quality in the implementation and facilitation of the evidence-based Program.
2. Commit to the certified CBITS trainer providing support to Gadsden County's school mental health professionals in implementing the Program (help in screening, consent forms, engagement, starting groups, etc.).
3. Commit to providing all the necessary materials to implement the Project, such as recruitment material and holding interest meetings with parents.

4. Commits to overseeing the functions of the Project from consent to final post evaluation measure collections. Provide incentives to participants that complete the pre-and-post evaluation measures, helping with adolescent and caregiver engagement.
5. Commit to ensuring the certified clinical staff member is receiving appropriate, on-going supervision from a Licensed Clinical Social Worker (LCSW).
6. Commit to ensuring the Project's doctorate-level researchers and the certified clinical staff member comply with University Institutional Review Board (IRB) policies and procedures for the oversight of the research study and the informed consent process.
7. Commit to informing the Project's doctorate-level researchers and the certified clinical staff member that they are responsible for complying with the rules and policies of the school, including the confidential nature of information regarding the adolescent participants and their caregivers.
8. Maintain open communication with the point of contact to coordinate tasks for implementing the Project.
9. Notify the point of contact if problems arise in the trajectory of the Project, including during the implementation of the Program and with participants.
10. Commit to being flexible to potential changes from Covid-19 by providing the Program virtually or hybrid.

B. Gadsden County

1. Identify and maintain a single point of contact for communication with the CFC Center.
2. Identify and refer adolescents enrolled in Gadsden County schools who have experienced known traumatic or stressful events and/or exhibit behavioral or social-emotional issues that may benefit from the Program.
3. Provide a room or location within the school facility for the certified clinical staff member to facilitate the Program with participants at a set time determined collaboratively.
4. Allow the Project's doctorate-level researchers and certified clinical staff member to communicate with the participant's caregivers for the duration of the Project to complete the Program and research components, with consent from the caregivers.
6. Distribute the Program flyer and consent forms to all the identified adolescents, grades 5th through 9th, that may benefit from participating in the Program.

C. Signatures

CFC Center

Gadsden County

Ellen Piekalkiewicz, Director

Sharon B. Thomas, Director

Name & Title

Name & Title

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7h

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

Contractual agreement between The School Board of Gadsden County and Advanced Medical Personnel Services, Inc.

DIVISION:

Exceptional Student Education

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

PURPOSE AND SUMMARY OF ITEM:

This contract will provide Psychological services (including, but not limited to intervention services, assessments, evaluations, counseling, consulting, collaboration, and support to families, school staff and administrators).

FUND SOURCE: Mental Health Allocation

AMOUNT: \$61.00 hourly

PREPARED BY: Sharon B. Thomas 

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER


2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 10

CHAIRMAN'S SIGNATURE: page(s) numbered 10

SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper .

REVIEWED BY: 



3/12/2021

Sharon Thomas
Gadsden County School Board
35 Martin Luther King Jr Blvd
QUINCY, FL 32351

Dear Ms. Thomas,

This letter is to memorialize and confirm your verbal acceptance of **Alondrea Williams** for provision of temporary allied services at **Gadsden County School Board - QUINCY, FL** for **08/09/2021 - 06/30/2022**, under the terms in the parties' Healthcare Staffing Agreement (the "Agreement"). We appreciate your business and hope that you will enjoy having **Alondrea Williams** working at your facility. This assignment is contingent upon provider completion of AMN Healthcare's Quality Assurance process.

Rates: Client agrees to pay AMN Healthcare for services rendered by the provider according to the following rates:

Psychologist: Alondrea Williams

Hourly Rate: \$61.00/Hour

~~Overtime Rate: \$91.50/Hour - Any and all overtime must be pre-approved and signed off by a supervisor~~

NASBO

Expected weekly hours: 40

Cancellation notice: 30 days

To the extent the rates set forth above are inconsistent with the Agreement (including the schedules thereto), these rates shall govern.

This confirmation letter is hereby incorporated into your existing Agreement. If you do not accept or agree with any of the terms set forth herein, you must notify AMN Healthcare upon receipt of this confirmation letter. This confirmation letter is deemed accepted by Client if no objection is received within 24 hrs of the date of this letter.

Please sign, date and return this confirmation letter via fax to my attention at N/A.

AMN Healthcare

Cheryl Russell

Cheryl Russell, Regional Account Manager
AMN Healthcare
8840 Cypress Waters Blvd., Suite 300
Dallas, TX 75019

Date: _____

Gadsden County School Board
35 Martin Luther King Jr Blvd
QUINCY, FL 32351

HEALTHCARE STAFFING AGREEMENT

This Healthcare Staffing Agreement together with Attachment 1 hereto and all applicable Service Line Exhibits (collectively, the "Agreement") is entered into by and between **Gadsden County School Board** ("Client") and AMN Healthcare, Inc. ("Agency") on **July 26, 2021** for the purpose of using healthcare clinicians ("Clinicians") to provide temporary professional services at Client's facility(ies).

- 1. DESCRIPTION OF SERVICES.** Agency will use its best efforts to recruit qualified Clinicians to staff Client's facility(ies) from Agency and/or Agency's direct and indirect subsidiaries in accordance with Client's specifications. It is Agency's policy not to use subcontractors. The one or more attached service line exhibits ("Service Line Exhibit(s)") set forth the specific services to be furnished by Agency for the applicable service line, together with current fees for these services and other terms specific to such service line. Client represents, warrants and covenants that it (A) has obtained and will keep current all licenses, permits and authorizations necessary to conduct its business and to utilize the Clinicians in accordance with all applicable laws, rules and regulations, and (B) shall provide and be responsible for all oversight of Clinicians in connection with the temporary professional services provided by Clinicians for Client.
- 2. COMPENSATION TO AGENCY.** Client agrees to pay for services rendered under this Agreement in accordance with the Service Line Exhibit(s), plus all applicable federal, state and local taxes that may be payable by Agency, including but not limited to, sales/use tax, excise tax and gross receipts tax. Should Agency be required to pay a Clinician any wage/hour penalty as required by federal or state law, such penalty shall be billed to Client at the applicable rate. The parties acknowledge that they have a reimbursement arrangement with respect to housing and meals. The reimbursement amount is included in the fee Client pays for services, except as otherwise specifically stated herein. Agency will provide substantiation of the reimbursement amount. Amounts reimbursed by Client may be subject to tax deduction limitations.
- 3. INVOICING.** Invoices will be rendered weekly and delivered via email or a web-based application (and Client and Agency shall cooperate to allow Client to obtain invoices in such manner) to the designation set forth in the section entitled "Notices" below. If Client requires Agency to use a non-electronic method of invoicing, then a \$5.00 per non-electronic invoice fee shall apply. Payment by Client shall be due within 30 days of the invoice date and shall be paid by check or EFT. Credit card payments shall not be permitted without Agency's written consent, which may be withheld in its sole discretion. Agency may impose a finance charge of 18% per annum (or the maximum charge permitted by law, if less) to all outstanding past due amounts. Information appearing on the invoice shall be deemed accurate and affirmed by Client unless Client notifies Agency in writing, specifying the particular error(s), omission(s) or objection(s) within 45 days of the invoice date. Failure to notify Agency within that time shall constitute a waiver by Client of any objection thereto.
- 4. GOVERNMENT MANDATED COST INCREASES.** If at any time during the term of this Agreement, Agency is required to increase its employees' compensation (due to increase in minimum wage rates or mandatory benefits requirement), or incurs an increase in its compensation costs as a direct result of any law, determination, order or action by a governmental authority or government insurance benefit program, Client agrees that Agency may increase the bill rates proportionately so as to place Agency in the same position it was in prior to such law, determination, order or action. Client shall pay such increased bill rates upon Agency's provision of 30 days notice of such increase.
- 5. MEDICARE ACCESS.** In compliance with Section 420.302(b) of the Medicare regulations, until the expiration of four years after the furnishing of the services provided under this Agreement, Agency will make available to the Secretary, U.S. Department of Health and Human Services, the U.S. Comptroller General, and their representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of those services.
- 6. EQUAL EMPLOYMENT OPPORTUNITY POLICY.** Both parties acknowledge that they are equal opportunity employers and agree that they do not and will not discriminate against, harass, or retaliate against any employee or job applicant on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other status or condition protected by applicable federal, state or local laws. Client will promptly investigate allegations of discrimination, harassment and retaliation and will report to Agency any suspected discrimination, harassment and/or retaliation either by or against Clinicians immediately.

Client shall indemnify Agency for all costs, liabilities or losses associated with defending any charge, complaint, claim, cause of action or suit (hereinafter collectively referred to as "claim(s)") by (A) any governmental or administrative agency and/or (B) any Clinician or anyone acting on his/her behalf, in which Client's action/inaction

has given rise to, in whole or in part, the underlying claim. This may include, but is not limited to, claims for breach of contract, defamation, invasion of privacy, intentional or negligent infliction of emotional distress, wrongful discharge, discrimination, harassment, retaliation, or violation of any federal, state or other governmental statute or regulation.

7. **NOTICES.** All notices, demands, requests or other instruments that may be or are required to be given hereunder ("Notices") shall be in writing and sent to the addresses set forth below (for Client under "Notices (Other than Invoices/Billing)"), by hand delivery, first class, certified mail – return receipt requested or via overnight courier, postage prepaid. Invoices and billing items for Client shall be sent to the address set forth below and as provided in the section entitled "Invoicing" above.

AGENCY President
11001 W. 120th Avenue, Suite 310
Broomfield, CO 80021

CLIENT	NOTICES (OTHER THAN INVOICES/BILLING):	INVOICES AND BILLING:
	<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
	Client Designated Contact Name	Client Designated Contact Name
	<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
	Client Designated Client Name	Client Designated Client Name
	<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
	Client Designated Address	Client Designated Address
	<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
	Client Designated City, State, Zip	Client Designated City, State, Zip
	<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
	Client Designated Email Address	Client Designated Email Address

The designations for Notices provided herein are conclusively deemed to be valid, and notice given in compliance with this paragraph shall be conclusively presumed to be proper and adequate. Either party may from time to time add or change its notice designation above in a writing given to the other party.

8. **ENTIRE AGREEMENT; ATTORNEYS' FEES; GOVERNING LAW.** This Agreement (including Attachment 1 and each executed Service Line Exhibit) contains the entire agreement between the parties and supersedes all prior oral and written agreements, understandings, commitments and practices between the parties and shall take precedence and control over any terms set forth in a group purchasing agreement under which Client may be a participating member. No amendments to this Agreement (including a Service Line Exhibit) may be made except by written mutual agreement. In the event of a conflict between this Healthcare Staffing Agreement (or Attachment 1), on the one hand, and a Service Line Exhibit on the other hand, this Healthcare Staffing Agreement (or Attachment 1) shall control unless the conflicting provision in the Service Line Exhibit explicitly indicates the intent for such provision to supersede a specific provision in this Healthcare Staffing Agreement (or Attachment 1). In the event that any action is brought to enforce or interpret this Agreement or any part thereof, the prevailing party shall recover its costs and reasonable attorneys' fees in bringing such action. In the event of non-payment by Client, Client shall pay all costs incurred by Agency in collecting delinquent amounts, including collection agency fees. This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to its conflict of laws rules. The parties consent to the exclusive jurisdiction of the state and federal courts located in the County of San Diego, California for any action arising under this Agreement.
9. **INSURANCE AND SAFETY LAWS.** At Client's request, Agency will provide certificates evidencing its worker's compensation, general liability and professional liability insurance coverage. Client accepts responsibility for compliance with all relevant safety and health laws and regulations during the period of a Clinician's assignment under Client's supervision, including but not limited to Joint Commission regulations relating to orientation and evaluation and HIPAA regulations. While Agency will give each Clinician a safety and standards manual relating to safety, universal precautions, occupational exposure to bloodborne pathogens, other safety issues and HIPAA regulations, Client will also provide each Clinician with all necessary site-specific training, orientation, equipment and evaluations required by federal, state or local occupational safety laws or rules, including Joint Commission and HIPAA, for members of Client's workforce. Further, Client will only assign Clinicians to work in the clinical specialty areas in which they are professionally qualified and oriented to work. In the event of any sentinel event or actual or threatened claim arising out of or relating to the acts or omissions of Clinician, Client shall provide Agency written notice of such claim immediately and, in no event more than 30 days after Client knew, or reasonably should have known, of such claim.

10. CONFIDENTIAL INFORMATION.

- a. Each party shall keep confidential all Confidential Information (as defined below) of the other party ("owning party"), and shall not use or disclose such Confidential Information either during or at any time after the term of this Agreement, without owning party's express written consent, unless required to do so by law, court order or subpoena in which case a party shall not disclose such information until it has provided advance notice to owning party such that owning party may timely act to protect such disclosure. For purposes of this provision, "Confidential Information" means non-public information that is disclosed or becomes known to the other party as a consequence of or through its activities under this Agreement, including, but not limited to, matters of a business nature, such as Clinicians' and prospective Clinicians' names and personal information, bill rates and the terms of this Agreement, compensation and benefits packages and structure, hiring decision-making process, hiring needs and/or requests for placement, costs, profits, margins, markets, sales, business processes, information systems, quarterly and annual review documents, reports generated, and any other information of a similar nature.
- b. Client shall not:
 - i. sell, rent, release, disclose, disseminate, make available, transfer, or otherwise communicate orally, in writing, or by electronic or other means, Clinician Confidential Information to another business or a third party for monetary or other valuable consideration;
 - ii. retain, use, or disclose such Clinician Confidential Information for any purpose other than for the specific purpose of confirming the suitability of the Clinician to perform temporary professional services, and Client processes necessary to enable Clinician to perform the services, including but not limited to time keeping, billing, and access to client systems; or
 - iii. retain, use, or disclose such Clinician Confidential Information outside of the direct business relationship between Agency and Client.
- c. In addition, Client agrees to use appropriate privacy and security measures to protect all Clinician Confidential Information from unauthorized access, destruction, use, modification, or disclosures in accordance with all federal and state privacy laws, including but not limited to, limiting access to only those employees necessary for performance under this Agreement, implementing suitable measures to prevent unauthorized persons from gaining access to Clinician Confidential Information and to prevent unauthorized reading, copying, alteration, use, or removal of Clinician Confidential Information. Client will report to Agency in writing, no more than one business day after discovery, any breach of security or privacy unauthorized use, or unauthorized disclosure of Clinician Confidential Information. Client shall be responsible for notifying affected Clinician of the occurrence (as required by applicable law) and for payment of all costs of notification and any costs associated with mitigation, including but not limited to credit monitoring. Client shall also be responsible for all expenses, costs, and any damages incurred by Agency, resulting from such occurrence. Client must obtain Agency's approval of the time and content of any notifications under this Section before contacting affected Clinicians.
- d. Upon termination or expiration of this Agreement, both parties will, without notice or request, either (i) return, within two (2) weeks, all Confidential Information of the other, including copies thereof; or (ii) destroy all Confidential Information in accordance with their respective policies and procedures, and with the same level of care that each party would destroy their own Confidential Information.
- e. This Section 10 will survive any termination or expiration of this Agreement.

11. CONSENT TO FAX. In order to ensure that Agency is in compliance with state and federal law, Client hereby expressly grants permission to Agency to send all facsimile communications to any Client location.

12. TERM. The term of this Agreement shall be for a period of one year, and this Agreement will renew automatically for successive one year periods. Either party may terminate this Agreement upon the other party's material breach and failure to cure within 30 days, or at any time upon provision of 30 days written notice to the other party; provided, however, all Clinicians currently confirmed for an assignment, or at work on an assignment, will be permitted at Agency's option to complete their assignments under the terms of this Agreement. This Agreement shall be binding on and inure to the benefit of the successors and/or assigns of Agency.

13. SEVERABILITY. If any provision herein is held to be contrary to law, such provision will be deemed valid only to the extent permitted by law. All other provisions shall continue in full force and effect.

14. **NON WAIVER.** Agency's failure to require performance of any provision of this Agreement shall not affect its right to require performance at any time thereafter, nor shall Agency's waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default.

15. **ASSIGNMENT.** Except with the prior written consent of Agency, Client may not assign or transfer any right, remedy or obligation under this Agreement, including by merger, consolidation, dissolution, or operation of law.

16. **MEASURES TO PREVENT LOSS OF SERVICES.** In the event that a state or local order closes one or more Client Facilities, the Client has the following options to prevent an AMN Clinician assigned to the Client from being unavailable when the Client reopens its facility:

- (a) Continue to pay each AMN Clinician assigned to the facility for all previously scheduled time, as set forth in the most recent confirmation, during the period of time that the facility where the AMN Clinician is assigned is closed; or
- (b) Allow each AMN Clinician assigned to the facility to provide services utilizing the AMN Telehealth platform Televate. The AMN Clinician will continue to provide services according to the schedule as set forth in the most recent confirmation.

If Client elects to terminate any assignments as the result of a closure, standard termination provisions apply. If Client terminates the assignment of any AMN Clinician, AMN cannot guarantee that the AMN Clinician will be available when Client reopens its facility.

AGREED AND ACCEPTED

**GADSDEN COUNTY
SCHOOL BOARD**

AMN HEALTHCARE, INC.

By: _____

By: _____

Name

Name

Title

Title

Date

Date

**ATTACHMENT 1
GENERAL TERMS AND CONDITIONS**

The following terms shall be made part of each Service Line Exhibit except to the extent specifically excluded therein:

1. **TIMEKEEPING; COMPENSATION OF CLINICIANS.** Clinicians will enter time worked into an electronic timecard system designated by Agency. Client shall designate a representative to review and approve all time no later than each Monday by 2 p.m. PST. Client's approval of Clinicians' time certifies that the hours submitted are correct, the work was performed to Client's satisfaction and authorizes Agency to bill Client for the hours worked by Clinicians. If Client's designated representative fails to timely report time worked to Agency, all time submitted by Clinicians will be considered accurate and Client shall be responsible for payment. If a Clinician does not report to work for a scheduled shift due to illness or some other reason outside of Client's control, Client will not be billed for those hours. Make-up of lost time will be at the mutual agreement of Client and Clinician. Agency has responsibility for all compensation of Clinicians working at Client's facility(ies) under this Agreement. Agency will obtain and keep on file all documentation required by the U.S. Citizenship and Immigration Services to prove legal status to work and reside in the USA.
2. **OVERTIME.** Client agrees to pay one and one-half times the applicable rate for all hours worked more than 40 hours in one work week. If any applicable law requires Agency to pay Clinician daily overtime (an overtime multiple such as one and one-half times or two times the Clinician's hourly wage), Client shall pay Agency the same multiple on the applicable rate for such hours. Agency may comply with Client's policies regarding overtime when such compliance accords with Agency's obligations under state and federal law, and are communicated to Agency concurrently with the execution of this Agreement or at least 90 days prior to the effective date of such changes.
3. **ORIENTATION.** Client agrees to pay Agency for all orientation hours worked by Clinicians.
4. **FIRST REFERRING AGENCY.** It is understood that Agency is the first referring agency ("First Referring Agency") with respect to each presented Clinician unless Client notifies Agency within 48 hours of a written or verbal introduction that Client possesses prior knowledge of such Clinician's availability. If Agency is the First Referring Agency with respect to a Clinician, Client will adhere to the hiring limitations and provisions set forth in the applicable Service Line Exhibit. If Client does hire or use (except through Agency) a Clinician first referred by Agency on a travel or per-diem basis through another agency at any time and for any period prior to the later of (a) 18 months following the end date of a Clinician's assignment and (b) 18 months following the termination of the Agreement, Client shall pay Agency a \$2,500 transfer fee (no fee applies where prohibited by law).
5. **TERMINATION OF ASSIGNMENT.** Agency will terminate a Clinician's assignment if the Client provides in writing that the Clinician is incapable of performing the duties of the position, commits acts of professional negligence, is absent from the position without Client's permission during scheduled times, is insubordinate, engages in substance abuse, violates Client's express rules or regulations, or engages in other unprofessional conduct or breach or neglect of duty. For any reasons other than those listed above, Client agrees to give Agency 60 days written notice of cancellation of any Clinicians once a confirmation has been sent by Agency. Should Client be unable to provide such 60 days cancellation notice, Agency reserves the right to bill Client for four weeks (40 hours per week) at the Clinician's applicable rate. In the event of a cancellation without cause, including cancellations with proper notice, Client shall be responsible for any housing and travel costs actually incurred by Agency as a result of such cancellation.
6. **CLINICIAN QUALIFICATIONS.** Agency shall follow its standard certification and credential requirements for its Clinicians. Upon Clinician's arrival at Client facility, Client will verify the identity and credentials of each Clinician by a visual check of the Clinician's photo identification and professional license or certification. Client agrees to interview candidates within 48 hours of file submission.
7. **FLOATING.** Client agrees to float a Clinician only in accordance with Client's floating policies for all staff, and the clinical experience of the Clinician. Client confirms that Client's policies on floating comply with current (and will comply with any future) Joint Commission standards, including the provision of an appropriate orientation to the new unit.
8. **PERFORMANCE EVALUATIONS.** Client agrees to complete a written evaluation regarding the performance of each Clinician upon completion of his or her assignment, and to forward this evaluation to Agency within 15 days. Client may complete the performance evaluation on either the form Agency provides or a comparable form of Client's choosing.
9. **REBOOKING PERIOD.** The negotiation of any rebooking or extension of current clinicians will only occur thirty (30) days prior to the expiration of clinician's current assignment.

**EXHIBIT A-4
TERMS of SERVICE LINE
ALLIED TRAVEL ASSIGNMENTS**

AMN Healthcare, Inc. ("Agency") either directly or through its wholly owned subsidiaries will provide allied services in accordance with the Healthcare Staffing Agreement that was entered into by and between **Gadsden County School Board** ("Client") and Agency on or about **July 26, 2021**, as modified by these additional terms. This exhibit sets forth the terms for allied travel assignments effective as of **July 26, 2021** (the "Allied Effective Date").

SCHEDULE OF RATES. The Hourly Bill Rates listed below and will go into effect for anyone beginning an assignment or extension after the Allied Effective Date. These fees include recruitment, housing and compensation for each Clinician placed with Client.

On the first annual anniversary of this Agreement, and each anniversary thereafter, a rate increase equal to the most recent published Medical Care Services National CPI index or three percent (3%), whichever is greater, shall be incorporated automatically.

Rate Schedule is subject to change based on changes in amounts payable to Clinician and increases in malpractice costs. Should rates increase at any time for any reason, excluding COLA increases, during the term of the Agreement Agency will give Client 30 days' written notice prior to the effective date of the increase.

<i>Onsite - Hourly Rates by Specialty</i>	<i>Bill Rate</i>
Speech Language Pathologist (CCC-SLP)	\$65-\$70
Clinical Fellow Speech Language Pathologist (CF-SLP) with AMN Provided Supervision	\$60.00
Clinical Fellow Speech Language Pathologist (CF-SLP) with School Provided Supervision	\$60.00
Speech Language Pathologist Assistant (SLPA)	\$60.00
Occupational Therapist (OT)	\$65-\$70
Certified Occupational Therapist Assistant (COTA)	\$60.00
Physical Therapist (PT)	\$60.00
Physical Therapist Assistant (PTA)	\$60.00
School Psychologist (SP)	\$75-\$80
Behavioral Analyst (BCBA)	\$80-\$85

Conversion Fee Schedule. The Client agrees not to allow the Clinician to work at the Client part-time, full-time, temporary or as a contracted employee, for a one year period following the completion of an assignment except through the Agency. If at any time Client, Client's affiliates and/or any of its subsidiaries or any other organization to which Client supplies information, hires the Clinician received from the Agency, and Clinician has worked on behalf of Client through Agency less than 4500 consecutive hours, Client agrees to pay Agency a hire fee based on a percentage of the Clinician's annualized Agency base salary determined by the total consecutive hours worked on assignment by Clinician in accordance with the fee schedule below. The invoice is due upon receipt. It is understood that Agency is solely responsible for the introduction of a Clinician to Client, unless Client notifies Agency within forty-eight (48) hours of such introduction of Client's prior knowledge of said Clinician's availability. Should Client directly refer Clinician to an affiliated organization for either permanent employment or temporary allied coverage, Client will be billed for services rendered pursuant to this section. An affiliate of the Client includes, but is not limited to, an organization or person that has any form of direct or indirect business relationship with Client or any successor to Client's business. No fee applies where payment of such fee is prohibited by law. Client shall provide Agency 30 days prior written notice of its intent to directly hire a Clinician, including the date of anticipated hire.

Hours Worked by Clinical Provider	Fee Based on Percentage of Expected Annualized Base Salary
Less than 1500 Hours	30%
1501-3000 Hours	20%
3001-4499 Hours	10%
4500+ Hours	No Fee

Client Requirements Table. For each Clinician who has been confirmed for an assignment Agency will obtain and maintain Client documentation of the requirements set forth below. The costs associated with these requirements are included in the bill rates set forth above. Any changes to these requirements will require mutual agreement of the parties. Client shall pay for all costs associated with additional Client requirements and shall provide sufficient time to adopt such new requirements.

I-9	I-9 for employment eligibility, supporting documents, and E-Verify completed in compliance with federal regulation. Documentation to be retained by staffing agency.
OIG, SAM/GSA	OIG and SAM/GSA verifications completed within 30 days prior to first assignment and monthly thereafter. Documentation to be retained by staffing agency.
Licensed Providers	Current license and primary source verification prior to start of assignment for all licensed Providers.
Non-Licensed Providers	National certification, if applicable, and primary source verification prior to start of assignment for all non-licensed Providers.
Other State Requirement	Human Resources, Employee Health, Education/Training as required by state regulations for applicable practice settings.
Background Check	Attestation for completion of 7-year search for-SSN Trace, County Resided and Employed search, National Criminal, OFAC, and VSOP completed prior to first assignment. Updated every 3 years thereafter. If break in service > 90 days, must run counties listed during break in service.
Facility Specific Documents	Collection and/or DocuSign for business-critical facility documents include the following: facility confidentiality agreement, IT security facility access, and related policies and procedures
Drug Screening	Attestation for completion of: Standard 10 panel prior to start of first assignment, updated annually thereafter. If break in service > 90 days, retesting required.

In the event of a conflict between the terms of the Agreement and this Exhibit as it relates to allied travel assignments, the terms of this Exhibit shall prevail.

**AGREED AND ACCEPTED
GADSDEN COUNTY SCHOOL BOARD**

By: _____
 Name: _____
 Title: _____
 Date: _____

AMN HEALTHCARE, INC.

By: _____
 Name: _____
 Title: _____
 Date: _____

EXHIBIT B-1

Fair Credit Reporting Act User Certification Acknowledgement

Gadsden County School Board (the "Client") has requested a copy of a Consumer Report and/or an Investigative Consumer Report ("Report") and by signing below hereby certifies that as a "User" of a Report, the Client will restrict the use of the information in the Report to personnel selection for employment purposes only.

In compliance with The Fair Credit Reporting Act, as amended by the Consumer Reporting Reform Act of 1996 (the "Act"), no information in the Report(s) will be given to any other "person" or "user," as those terms are defined in the Act, unless the "person" or "user" agrees (i) to keep the Report(s) strictly confidential and to use the Report(s) for employment purposes only; and (ii) to adhere to the Notice to Users of Consumer Reports: Obligations of Users under the Fair Credit Reporting Act ("FCRA") 15 U.S.C. Section 1681 which can be found online at: www.consumer.ftc.gov/articles/pdf-0111-fair-credit-reporting-act.pdf

The Client will also have in place procedures to properly retain and dispose of records containing this information in compliance with the Act and other applicable state and federal law. The Client further certifies that it will not use any information contained in the Report in violation of any applicable Federal or State privacy or equal employment laws or regulations.

AGREED AND ACCEPTED

GADSDEN COUNTY SCHOOL BOARD

Name: _____

Signature: _____

Title: _____

Date: _____

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7i

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM: Memorandum of Understanding between the Gadsden County School Board and North Florida Medical Centers, Inc.

DIVISION: Elementary

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

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

The purpose of this agreement between the School Board of Gadsden County and North Florida Medical Centers, Inc. (NFMC) is to provide preventive dental care which includes exams, cleanings, fluoride treatments and sealants for school-aged children in grades Pre-K – 5th that attend Gadsden County elementary schools at no cost to parents, guardians or the school board.

FUND SOURCE: NA

AMOUNT: NA

PREPARED BY: Tammy McGriff Farlin 

POSITION: Assistant Superintendent for Academic Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Memorandum of Understanding between Gadsden County School Board and North Florida Medical Centers, Inc.

This Agreement is made and entered into on August __, 2021, by North Florida Medical Centers, Inc., a Federally Qualified Health Centers, (hereinafter referred to as "NFMC"), and **The School Board of Gadsden County, Florida**, a government entity, (hereinafter referred to as "School Board"), as follows:

RECITALS

WHEREAS, NFMC is a Florida non-profit organization that qualifies for tax-exempt status under IRS 501(c) (3); and

WHEREAS, NFMC owns and operates a Mobile Dental Clinic in Gadsden County, the purpose of which is to provide preventive dental care which includes exams, cleanings, fluoride treatments and sealants for school-aged children in grades that may include pre-K-5th that attend Gadsden County elementary schools at no cost to parents, guardians or the school board; and

WHEREAS, NFMC desires to coordinate with the School Board for the purpose of providing said dental services to the children attending the Gadsden County School system, whose parents consent to the delivery of said services to their children.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, receipt of which is hereby acknowledged, it is mutually agreed as follows:

AGREEMENT

(1) This Agreement shall commence on August __, 2021 and shall terminate on July 31, 2022. Either party may terminate this Agreement, for any reason, upon thirty (30) days written notice to the other party.

(2) The School Board agrees that NFMC shall be permitted to use Mobile Dental Equipment to set up a dental Clinic within Gadsden County elementary schools. The equipment is owned by NFMC and on school property for the purpose of NFMC providing preventive dental care, which includes exams, cleanings, fluoride treatments, and sealants for school-aged children in grades that may include K-5th grade, whose parents have consented in writing to the delivery of said dental services to their children by NFMC at no cost to parents, guardians or the school board.

(3) NFMC represents that it has in effect and agrees that it shall maintain at all times, while this Agreement remains in effect, liability insurance with a minimum limit of no less than \$1,000,000.00. The School Board shall be added as a named insured under such coverage. NFMC will supply a copy of said policy upon a request from the School Board.

(4) NFMC hereby agrees to indemnify, hold harmless, release, acquit, discharge and defend at its sole cost and expense the School Board, its Superintendent, Board Members, employees and agents, or any other person associated with the School Board, their successors and assigns, from and against all claims, costs, losses, damages, obligations, judgements, attorneys' fees and attachments caused by, arising from, or resulting from the operation of NFMC or its employees, contractors, agents or any other individuals acting on behalf of NFMC of the dental equipment and the delivery of dental services to students while on property owned by the School Board, caused by NFMC's negligence.

(5) Pursuant to Florida Statutes Section 1012.465, commonly known as "The Jessica Lunsford Act," any officers, directors, employees, volunteers, providers or agents of NFMC, or any other individuals acting on behalf of NFMC, who are permitted access on school grounds when students are present or who have direct contact with students of Gadsden County schools shall comply with the Jessica Lunsford Act. NFMC will provide the School Board fingerprinting records for all individuals noted above.

(6) The school principal shall have the final decision regarding the scheduling of dental services at the school.

ASSIGNMENT and AMENDMENTS

Neither this Agreement nor any right created hereby shall be assignable by either party without the prior written consent of the other. Nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto and their successors, any rights or remedies under or by reason of this Agreement. This Agreement may be amended or modified at any time and in all respects by written mutual agreement by the parties.

NOTICES

Any notice, communication, request, reply, or advice (hereinafter severally and collectively called "notice") in this Agreement provided or permitted to be given, made, or accepted by either party to the other must be in writing and may be given or be served by depositing the same in the United States mail, addressed to the party to be notified, postage prepaid and registered or certified with return receipt requested or by delivering the same in person to such party. Notice deposited in the mail in the manner hereinabove described shall be effective only if and when received by the parties to be notified at the addresses indicated on the signature page.

PARTIES IN INTEREST

All the terms and provisions of this Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties, their successors and assigns.

INTEGRATED AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto, and there are no agreements, understandings, restrictions, warranties, or representations between the parties other than those set forth herein or herein provided for.

CHOICE OF LAW

It is the intention of the parties that the laws of the State of Florida should govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties. The parties consent and agree that venue for any legal proceedings arising from the Agreement shall be Leon County, Florida.

ATTORNEYS FEES

The prevailing party to a dispute between or litigation among, any of the parties, if said dispute or litigation relates to this agreement, shall be entitled to reimbursement from the non-prevailing party or parties for such prevailing parties' reasonable costs and expenses, including reasonable attorneys' fees. For purposes of this agreement, the prevailing party shall be deemed to be that party who obtains substantially the results sought, whether by settlement, mediation, arbitration, dismissal or judgment. For purposes of this agreement, the terms reasonable attorneys' fees shall include without limitation the actual attorneys' fees incurred in retaining counsel for advice, negotiations, suit, appeal, or any other legal proceedings, including mediation and arbitration

RECORDS

To the extent that NFMC meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, Provider must comply with public record laws, including the following provisions of Section 119.0701, Florida Statutes:

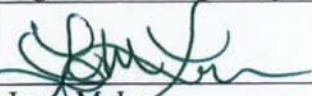
1. Keep and maintain public records required by the School Board to perform service.
2. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
4. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of NFMC or keep and maintain public records required by the School Board to perform the service. If NFMC, transfers all public records to the School Board upon completion of the contract, NFMC, shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If NFMC, keeps and maintains public records upon completion of the contract, NFMC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

ENTIRE AGREEMENT

The foregoing constitutes the entire agreement and understanding of the parties on the subject hereof and supersedes all prior agreements and understandings relating to the subject matter hereof.

This agreement is executed on August __, 2021.

Signed and executed by:

 _____ Lane M. Lunn President / CEO North Florida Medical Centers, Inc.	
ATTEST:	The School Board of Gadsden County, FL
By: Elijah Key Superintendent	By: Printed Name: Title:

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7j

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM:

The Youth Mental Health Awareness Training (YMHAT) Plan and Mental Health Assistance Allocation (MHAA) Plan are to provide supplemental funding to the district so schools can establish and/or improve mental health care, awareness and training and offer a continuum of services. These allocations are appropriated annually to serve students and families through resources designed to foster quality mental health.

DIVISION:

Exceptional Student Education

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

PURPOSE AND SUMMARY OF ITEM:

The district will schedule Youth Mental Health First Aid training to each school site to ensure that all employees receive certification as mandated by the State of Florida.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director of Exceptional Student Education and Student Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 18

CHAIRMAN'S SIGNATURE: page(s) numbered 18

SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: *Jamney McBruff*



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



2021-2022 Mental Health Application

Part I: Youth Mental Health Awareness Training Plan

Part II: Mental Health Assistance Allocation Plan

(Gadsden County School District)

Deadline for submission to ShareFile:
on or before August 2, 2021

Purpose

The purpose of the combined mental health application is to streamline and merge two programs into one application. The Youth Mental Health Awareness Training (YMHAT) Plan and the Mental Health Assistance Allocation (MHAA) Plan are to provide supplemental funding to districts so schools can establish, expand and/or improve mental health care, awareness and training and offer a continuum of services. These allocations are appropriated annually to serve students and families through resources designed to foster quality mental health. This application is separated into two primary sections: Part I includes the YMHAT Plan and Part II includes the MHAAP

Part I. Youth Mental Health Awareness Training Plan

In accordance with section (s.) [1012.584](#), Florida Statutes (F.S.), the YMHAT allocation is to assist districts with providing an evidence-based youth mental health awareness and assistance training program to help school personnel identify and understand the signs of emotional disturbance, mental illness and substance use disorders, and provide such personnel with the skills to help a person who is developing or experiencing an emotional disturbance, mental health or substance use problem.

Part II. Mental Health Assistance Allocation Plan

In accordance with s. [1011.62\(16\)](#), F.S., the MHAA Plan allocation is to assist districts in establishing or expanding school-based mental health care; training educators and other school staff in detecting and responding to mental health issues; and connecting children, youth and families who may experience behavioral health issues with appropriate services.

Submission Process and Deadline

The application must be submitted to the Florida Department of Education (FDOE) ShareFile <https://fldoe.sharefile.com/r-rc3dac894fc9c4e6c9ff43fbc331a4286> by the deadline **August 1, 2021**.

There are two submission options for charter schools:

- Option 1: District submission includes charter schools in both parts of the application.
- Option 2: Charter school(s) submit a separate application from the district.

Part I. Youth Mental Health Awareness Training Plan

YMHAT Objective: provide an evidence-based youth mental health awareness and assistance training program to help school personnel identify and understand the signs of emotional disturbance, mental illness and substance use disorders, and provide such personnel with the skills to help a person who is developing or experiencing an emotional disturbance, mental health or substance use problem.

Part I. Youth Mental Health Awareness Training Plan and Projected Budget

Section A: YMHAT Training Plan

1. What is the percentage of employees currently trained and certified in Youth Mental Health First Aid (YMHFA)?
There are 41 % of employees trained and certified as of 7/31/2021.
2. Explain the training goal(s) for the upcoming 2021-2022 school year.
-To have 418 employees trained in YMHFA by the end of the 2021-2022 school year. -To have 83 employees who were previously trained in YMHFA complete their recertification training before the end of the 2021-2022 school year, and prior to the expiration of their YMHFA certificate. -To have 5 additional staff members trained as YMHFA trainers by the end of the 2020-2021 school year.
3. In addition, the annual goal for the 2021-2022 school year is to train:
To have 100 % of employees trained in YMHFA by 06/20/2022. This will be approximately 291 employees.
4. Explain the training goal(s) for the next 3-5 years.
-To have 100% of staff trained in YMHFA (All 710 school district employees). -To have 1 YMHFA training per semester, for each school site every school year to ensure that each employee receives the YMHFA training. -To have a YMHFA trainer at each school site by the end of the 2026-2027 school year. This will curb the need for external trainers and ease of scheduling.
5. What is the procedure for training new personnel to the district?
-The district will schedule 1 YMHFA training per semester, for each school site, every school year to ensure that each employee receives the YMHFA training. Employees will have the option to attend a training at a different location if they are unable to attend training at their designated site.
6. Explain how the district will utilize the following three YMHAT programs:
<ul style="list-style-type: none"> • YMHFA
-100% of staff members will be trained in YMHFA (All 710 employees).
<ul style="list-style-type: none"> • YMHFA Recertification
<ul style="list-style-type: none"> - The district will track YMHFA certifications, and employees requiring recertification will be informed at the beginning of the school year during which their certificate expires. This will be in addition to the reminders sent out by the official YMHFA website. - Employees will be provided with an online or face-to-face option for renewal.
<ul style="list-style-type: none"> • Kognito At-Risk Modules (at all three levels: elementary, middle, high school)

2021-2022 Mental Health Application

-All High School Educators will be required to take the Kognito At-risk for High School Educators modules online by the end of the 2021-2022 school year to gain additional skills for working with at-risk youth.

Section B: YMHAT Projected Budget

Categories	Detailed Description, number of activities within each category	Cost Per/Each	Total Projected Budget by Category
1. Stipends (Detailed # of personnel and stipend cost per person)	79 staff members will receive the 6-hour YMHFA training. Participants will receive a stipend of \$75.00 for their after-hours participation.	\$75.00	\$5, 925.00
2. Materials (Detail # of units x individual unit cost, plus shipping)	YMHFAT manuals are still available to our district. Markers/pens for access during training will be provided.		\$37.00
3. National Council (YMHFA) Training (Detailed description of each training activity to include # of personnel and individual training costs)	School staff will be trained by personnel who are Certified Youth Mental Health Trainers. In addition, the district will garner training support from Discretionary Projects and other state funding sources.		\$0
4. Additional Kognito Modules (Provide the name of training module and cost)	65 Individual Licenses will be purchased for At-Risk for High School Educators modules.	\$33.60	\$2184.00
TOTAL 2021-2022 BUDGET:			\$8, 146.00
5. Additional narrative (optional):			

Part II. Mental Health Assistance Allocation Plan s. [1011.62 \(16\)](#), F.S.

Section A: MHAA Plan Assurances

The district assures...

One hundred percent of state funds are used to expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.

Mental health assistance allocation funds do not supplant other funding sources or increase salaries or provide staff bonuses or incentives.

Maximizing the use of other sources of funding to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).

Collaboration with FDOE to disseminate mental health information and resources to students and families

The district website includes local contacts, information and resources for mental health services for students and families.

Includes a system for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school-based mental health service providers; the number of students referred to community-based mental health service providers; the number of students who received school-based interventions, services or assistance; and the number of students who received community-based interventions, services or assistance.

A school board policy or procedure has been established for...

Students referred for a mental health screening assessed within 15 calendar days of referral.

School-based mental health services initiated within 15 calendar days of identification and assessment.

Community-based mental health services initiated within 30 calendar days of referral coordinating mental health services with a student's primary mental health care provider and other mental health providers involved in student care.

Assisting a mental health service provider or a behavioral health provider as described in s. [1011.62](#), F.S., respectively, or a school resource officer or school safety officer who has completed mental health crisis intervention training in attempting to verbally de-escalate a student's crisis situation before initiating an involuntary examination pursuant to s. [394.463](#), F.S. Procedures include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined in s. [393.063](#), F.S.

The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. [394.463](#), F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s. [394.463](#), F.S. Such contact may be in person or using telehealth, as defined in s. [456.47](#), F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team, or be a direct or contracted school district employee.

Section B: Planned Outcomes

Identify one or two specific and measurable outcomes for your district's plan to achieve through the 2021-2022 evidence-based mental health program.

- Training 100% of our staff members will improve school climate scores by 30% as reported by students using pre and post scores on the PASS Attitudinal Survey during the 2021-2022 school year.
- Training 100% of our staff members is expected to reduce office discipline referrals by 10% during the 2021-2022 school year.

Section C: District Program Implementation

Please include the following in this section:

1. Evidence-Based Program (EBP) and Description

Name and provide the essential elements of the EBP you will be implementing through a Multi-Tiered System of Supports (MTSS) using one or more of the preferred EBP/Practices found in [Blue Menu of Evidence-Based Psychosocial Interventions for Youth](#) and the [SAMHSA Evidence-Based Practices Resource Center](#).

Describe the key EBP components that will be implemented as well as any related activities, curricula, programs, services, policies and strategies.

2. EBP Implementation

This should include:

- Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social, emotional, behavioral problems, depression, anxiety disorders, suicidal tendencies, and how these will assist students dealing with trauma and violence.
- Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.

3. Outcome Measures

- Provide the outcome measures of your EBPs and how each aligns with your overall annual program goals in Section 2
- Improved social skills and conflict resolution skills as evidenced by decreased referrals.
- Improved self-concept and school climate data as assessed by the PASS questionnaire.

4. Multi-tiered System of Support (MTSS)

- Identify the tier(s) of the EBP being implemented

Table 1: District Program Implementation

1. EBP and Description	2. EBP Implementation	3. Outcome Measures	4. MTSS		
			1	2	3
<p><u>Cognitive Behavioral Intervention for Trauma in Schools (CBITS)</u> is designed for use with groups of students who have experienced significant traumatic experiences and are suffering from related emotional or behavioral problems, particularly symptoms of PTSD. Some examples of traumatic life events include experiencing or witnessing severe violence at home, in school, or in the community; undergoing a traumatic loss; being in a natural or man-made disaster; experiencing a severe car accident or house fire; or being physically injured. The program uses skill-building, early intervention approach and is most appropriate with students with moderate levels of symptoms. CBITS is originally designed and tested with students ages 11-15 years old. CBITS has been implemented nationwide in late elementary schools (4th – 6th grade), middle schools, and high schools.</p>	<p>Cognitive Behavioral Intervention for Trauma in Schools (CBITS) includes:</p> <ul style="list-style-type: none"> - 10 child group therapy sessions to address trauma symptoms - 1-3 individual child sessions for exposure to trauma memory and treatment planning - Parent outreach, 2 parent sessions on education about trauma parenting support - 1 teacher session including education about detecting and supporting traumatized students - Sessions will be facilitated by Social Workers from Florida State University in conjunction with School Counselors, School Psychologists and Social Workers. 	<p>Improve: Post-traumatic stress symptoms (parent and child reported), anxiety symptoms (child reported), emotional regulation (parent reported), and emotional/behavioral problems (parent reported).</p> <p>In terms of risk and protective factors, improve on measures of social adjustment (child reported).</p>		x	x

2021-2022 Mental Health Application

<p>CBITS is not intended for students</p> <p>in crisis or immediate need of intensive treatment, students with severe behavioral problems that make</p> <p>it difficult to participate in group meetings, or students with severe cognitive limitations that put them</p> <p>below the fourth-grade level in reading comprehension. CBITS fits well into school models of student</p> <p>support, such as Multi-Tiered Systems of Support.</p>					
<p>Bounce Back Bounce Back based on the <u>Cognitive Behavioral Intervention for Trauma in Schools (CBITS)</u> is comprised of 10 one-hour group sessions, two to three individual sessions, and one to three parent education sessions that last over a three-month period.</p> <p>Group sessions are typically held during school hours and cover a range of topics such as relaxation training, cognitive restructuring, social problem solving, positive activities, trauma-focused intervention strategies, and emotional regulation and coping skills.</p> <p>These topics and methods derive from established successful interventions for children with post-traumatic stress disorder (PTSD), including a gradual approach of anxiety-provoking</p>	<ul style="list-style-type: none"> - 10 child group therapy sessions to address trauma symptoms - 1-3 individual child sessions for exposure to trauma memory and treatment planning - Parent outreach, 2 parent sessions on education about trauma parenting support - 1 teacher session including education about detecting and supporting traumatized students -Sessions will be facilitated by School Counselors, School Psychologists and Social Workers. 	<p>Improve: Post-traumatic stress symptoms (parent and child reported), anxiety symptoms (child reported), emotional regulation (parent reported), and emotional/behavioral problems (parent reported).</p> <p>In terms of risk and protective factors, improve on measures of social adjustment (child reported).</p>	X	X	

2021-2022 Mental Health Application

situations and a modified trauma narratives approach.					
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2021-2022 Mental Health Application

1. EBP and Description	2. EBP Implementation	3. Outcome Measures	4. MTSS		
			1	2	3
<p>Cognitive Behavioral Therapy Cognitive Behavioral Therapy (CBT) is a form of psychological treatment that has been demonstrated to be effective for a range of problems including depression, anxiety disorders, alcohol and drug use problems, disorders, and severe mental illness. Numerous research studies suggest that CBT leads to significant improvement in functioning and quality of life. It is based on the concept that the way we think about things affects how we feel emotionally. Cognitive therapy focuses on present thinking, behavior, and communication rather than on past experiences and is oriented toward problem solving.</p>	<ul style="list-style-type: none"> - Social Workers, Mental Health Therapist and School Psychologists will work with individual students or small groups of students using a Cognitive Behavior Approach. - Sessions will last for 45 minutes and will be conducted 1x weekly for 8 weeks. 	<p>Improve: Post-traumatic stress symptoms (parent and child reported), anxiety symptoms (child reported), emotional regulation (parent reported), and emotional/behavioral problems (parent reported).</p> <p>In terms of risk and protective factors, improve on measures of social adjustment (child reported).</p>		X	X
<p>Social Skills Training Social Skills Training (SST) refers to a wide range of interventions and instructional methods used to help an individual understand and improve social skills. Social skills training addresses a wide range of social skills. Some examples of skills targeted in SST programs include:</p> <ul style="list-style-type: none"> ● How to behave in specific social and community settings ● Understanding emotions and facial expressions ● Gestures and body language ● Assertiveness ● Empathy 	<p>-Social Workers, Mental Health Therapist and School Psychologists will work with individual students or small groups of students with an emphasis on improving social skills.</p> <p>- Sessions will last for 45 minutes and will be conducted 1x weekly for 8 weeks.</p>	<p>Improve Relationships with their peers, decrease inappropriate behaviors.</p>		X	X

2021-2022 Mental Health Application

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Additional narrative may be added [here](#)

Section D: Direct Employment

Table 2: MHAA Plan Direct Employment

Position	Current Ratio as of August 1, 2021	2021-2022 Proposed Ratio by June 30, 2022
School Counselor	1:363	1:363
School Social Worker	1:800	1:571
School Psychologist	1:667	1:667
Other Licensed Mental Health Provider	1:2000	1:1000

Direct employment policy, roles and responsibilities	Description
Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff-to-student ratios.	With the hiring of additional School Social Workers and School Psychologists we will be able to have smaller staff-to-student ratios and as such a greater number of students will be served.
Describe your district’s established policies and procedures to increase the amount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs.	<ul style="list-style-type: none"> - Increasing the number of mental health professionals in the district - Allocating various responsibilities to Administrators to allow School Counselors the opportunity to have more time to provide mental health services
Describe the role of school based mental health providers and community-based partners in the implementation of your evidence based mental health program.	<ul style="list-style-type: none"> -School based mental health providers and community based mental health providers: -Attend MTSS meetings where students are discussed and various recommendations made -Provide Individual and Group Counseling -Provide mental health trainings to faculty and staff -Provide Grief and Crisis Support -Provide Risk/Threat Assessment Support

2021-2022 Mental Health Application

List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.

Table 3: MHAA Plan Contracts or Interagency Agreements and Services Provided

Mental Health Provider:	Agency:	Services Provided:	Funding Source:
	Apalachee Center	Individual Counseling/Family Therapy	Medicaid
	DISC Village	Drug, Alcohol and Addiction Support	Medicaid
	2-1-1 Big Bend	Crisis Support	
	Florida Therapy Services	Individual Counseling/Family Therapy	Medicaid
	Community Wellness	Individual Counseling/Family Therapy	Medicaid

2021-2022 Mental Health Application

Section E: Planned Expenditures

Table 4: MHAA Planned Expenditures

Allocation Expenditure Summary	Total
Unexpended Mental Health Assistance Allocation funds from previous fiscal years:	\$0
School district expenditures for mental health services provided by staff who are employees of the school district:	\$708,918.18
School district expenditures for mental health services provided by contract-based collaborative efforts or partnerships with community-based mental health program agencies or providers:	\$280,000.00
Other expenditures (see below):	
Total MHAA expenditures:	

Other expenditures (specify details such as type, supplies, training and amount):

Type: Narrative description with detailed cost	Total Amount
2 Social Workers (MSW) to provide on-going Mental Health Services	2 x \$58,000.00
2 School Psychologists to provide on-going Mental Health Services	2 x \$61,000.00
Charter FTE Allocation – Crossroad Academy Charter School is submitting their Plan	\$33,557.00
PASS Screening/Assessment/Interventions	\$8,089.00
Total Other Expenditures:	279,646.00

2021-2022 Mental Health Application

Certification

This application certifies that the Gadsden County School Board approved the district's Mental Health Assistance Allocation Plan, which outlines the local program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the mental health assistance allocation in accordance with section 1011.62(16), F.S.

School (MSID) Number	Charter School Name
	Crossroad Academy Charter School

Note: Charter schools not listed above will be included in the school district youth mental health awareness plan and mental health assistance allocation plan. If you have more Charter schools to add, please list them on a separate sheet.

Signature of District Superintendent

Printed Name of District Superintendent

Board Approval Date

Charter School Certification

This application certifies that the _____ Governing Board approved the school's Mental Health Assistance Allocation Plan, which outlines the program and planned expenditures to establish or expand school-based mental health care consistent with the statutory requirements for the mental health assistance allocation in accordance with section 1011.62(16), F.S.

Charter School Administrator Signature

*Printed Name of Charter School Administrator 99

Governing Board Approval Date

This agreement shall take effect upon receipt of signatures and may be terminated or revised at the request of either party.

Superintendent of Gadsden School District

Name: _____

Title: _____

Signature: _____

Date: _____

Chairman of Gadsden School District Board

Name: _____

Title: _____

Signature: _____

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7k

DATE OF SCHOOL BOARD MEETING: August 31, 2021

TITLE OF AGENDA ITEM: Head Start 2021-2022 Refunding Application and Program Improvement Plan

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

FUND SOURCE: Head Start

AMOUNT: \$2,351,145

PREPARED BY: Valencia Denson *VD*

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

5 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

MF 8/31/21



**GADSDEN COUNTY SCHOOL DISTRICT
HEAD START/PREKINDERGARTEN PROGRAM**

Valencia R. Denson, Director
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351
TEL: (850) 627-3861/Fax: (850) 875-8790

GADSDEN COUNTY SCHOOL BOARD HEAD START/PREKINDERGARTEN PROGRAM

2021-2022 Transportation Waiver

School Board Approval

The Gadsden County School Board met and approved the 2021-2022 Head Start Transportation Waiver on the 31st day of August, 2021. The Transportation Waiver was approved with the 2021-2022 Refunding Application.

Leroy McMillan, Chairperson

Date

2020-2021 Policy Council Officers

**Kenyatta Lloyd
Chairperson**

**Latoria Riggins
Co-Chairperson**

**Iresha E. Jackson
Secretary**



**GADSDEN COUNTY SCHOOL DISTRICT
HEAD START/PREKINDERGARTEN PROGRAM**

Valencia R. Denson, Director

35 Martin Luther King Jr. Blvd.

Quincy, FL 32351

TEL: (850) 627-3861/Fax: (850) 875-8790

GADSDEN COUNTY SCHOOL BOARD HEAD START/PREKINDERGARTEN PROGRAM

**Review/Approval of the 2021-2022 Head Start Refunding Application and Program
Improvement Plan**

School Board Approval

**The Gadsden County School Board reviewed and approved the 2021-2022 Head
Start refunding Application and Program-Improvement Plan on August 31, 2021.**

Leroy McMillan, Chairperson

Date

2020-2021 Policy Council Officers

**Kenyatta Lloyd
Chairperson**

**Latoria Riggins
Co-Chairperson**

**Iresha E. Jackson
Secretary**



**GADSDEN COUNTY SCHOOL DISTRICT
HEAD START/PREKINDERGARTEN PROGRAM**

Valencia R. Denson, Director

35 Martin Luther King Jr. Blvd.

Quincy, FL 32351

TEL: (850) 627-3861/Fax: (850) 875-8790

GADSDEN COUNTY SCHOOL BOARD HEAD START/PREKINDERGARTEN PROGRAM

Approval of Key Hire Position: Head Start Director

School Board Approval

The Gadsden County School Board of Education reviewed and approved the recommendation of Ms. Valencia R. Denson as the new Head Start Director on the 26th day of July, 2021. Ms. Denson will assume the role of Head Start Director, effective 07/01/2021.

Leroy McMillan, Chairperson

Date

2020-2021 Policy Council Officers

Kenyatta Lloyd
Chairperson

Latoria Riggins
Co-Chairperson

Iresha E. Jackson
Secretary

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2021-2022 Head Start Refunding Application

Total Funds Requested:	\$2,351,145
Program Operation:	\$2,324,603
T/TA Funding:	\$26,542
Non-Federal Share:	\$587,786
Program Option:	Center Based

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

Gadsden County School District, a Board of Education is applying to continue serving Head Start children ranging in age from three to five in Gadsden County, Florida. Gadsden County School District proposes two center-based service delivery options for Head Start children and families, 1) consists of 6.5 hours per day, five days per week for 180 days per year for a total of 1170 hours per year for 195 Head Start children, 2) consists of 10 hours per day, five days per week for 180 days per year for a total of 1800 hours per year for 32 Head Start children. A total of 227 Head Start children will be provided center-based services. Services will be provided in five elementary schools, and two community centers all owned and provided by the Gadsden County School District. All Gadsden County School District Head Start centers are accredited through AdvancEd, formerly known as SACS.

The Gadsden County School District has administered comprehensive Head Start early childhood services since 1985. The school district has also administered the Florida Voluntary Pre-K (VPK) program since 2005.

Program Goal 1: Increase parental involvement of families in Gadsden County's Head Start/Pre-Kindergarten (HS/Pre-K) Program.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
{Description of objective}	{Expected outcome}	{progress/outcome}	...		
<p>A. Increase participation and engagement in school and community related activities by 10% for each year of the project period with 90% overall participation by 2024.</p>	<p>50% participation (#) families</p> <ul style="list-style-type: none"> participation in one or more Head Start (HS)/ school-wide functions chaperoning/attending filed trips volunteering in the classroom <p>Validation:</p> <ol style="list-style-type: none"> Pre/Post Surveys Sign-In Sheets ChildPlus (Data Collection/Reporting System) Reports <p>Challenge(s)</p> <ol style="list-style-type: none"> Access to transportation Access to technology 	<p>60% increase (#) families</p> <ul style="list-style-type: none"> On-going 	<p>70% increase (#) families</p> <ul style="list-style-type: none"> participation in two or more HS/ school-wide functions chaperoning /attending filed trips volunteering in the classroom Due to Covid-19 no field trips and volunteering in classrooms How to safely manage a Head Start Program during the Covid-19 Pandemic 	<p>80% increase (#) families</p> <ul style="list-style-type: none"> On-Going 	<p>90% overall (#) families</p> <ul style="list-style-type: none"> On-Going
<p>B. Parents of HS/Pre-K children will serve as members and/or advisors to the HS/Pre-K Policy Council, annually.</p>	<ul style="list-style-type: none"> Volunteer and/or attend HS/Pre-K sponsored events and activities at least three (3) times, annually. 95% Retention rate of HS/Pre-K Families who serve on the Council. 80% Attendance of Policy Council meetings. 	<ul style="list-style-type: none"> On-Going 	<ul style="list-style-type: none"> On-Going Parents served as members and advisors to the Policy Council and Center Committee Groups. All 	<ul style="list-style-type: none"> On-Going 	<ul style="list-style-type: none"> On-Going

Program Goal 1: Increase parental involvement of families in Gadsden County's Head Start/Pre-Kindergarten (HS/Pre-K) Program.					
Objective(s)	Progress, Outcomes, and Challenges				
	Year 1 {Baseline}	Year 2	Year 3	Year 4	Year 5
	Validation: 1) Meeting Agenda/Minutes 2) Sign-In Sheets 3) ChildPlus Data Reports Challenge(s): None		meetings were held virtually to allow for safe participations of all members. <ul style="list-style-type: none"> Technology allowed all members to fully participate in meetings. 		

Program Goal 2: Provide training and education to Gadsden County HS/Pre-K parents to improve their families' emotional, social and economic well-being.					
Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
A. 100% of HS/Pre-K families will receive and/or have access to meeting and training information for each year of the project period through 2024.	HS/Pre-K offered training in family preservation to include <ul style="list-style-type: none"> awareness of mental, physical, and emotional health issues financial planning family planning Distribution of Flyers, Brochures and Public Service Announcements in newspapers and radio ads Validation: 1) Pre/Post Surveys 2) Sign-In Sheets and 3) ChildPlus Data System Reports	<ul style="list-style-type: none"> On-Going 	<ul style="list-style-type: none"> On-Going. Families had access to meetings and training information. Virtual meetings and Trainings 	<ul style="list-style-type: none"> On-Going 	<ul style="list-style-type: none"> On-Going.

Program Goal 2: Provide training and education to Gadsden County HS/Pre-K parents to improve their families' emotional, social and economic well-being.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
	Challenge(s): Low "turn-out" due to 1) <i>Access to transportation</i> 2) <i>Access to technology</i>				
B. Increase referral services to collaborating agencies by 10%, annually.	Referral Services to Collaborating Agencies, annually A. Continuing Education B. Career Planning and Job Placement C. Alcohol and Substance Abuse D. Domestic Abuse E. Child Abuse F. Children with Suspected Disabilities Validation: 1) <i>Needs Assessment Survey</i> 2) <i>ChildPlus Data System Reports</i> Challenges: 1) <i>Transportation to/from scheduled and follow-up appointments</i> 2) <i>Displacement of families due to economic instability and homelessness.</i>	<ul style="list-style-type: none"> • On-Going 	<ul style="list-style-type: none"> • On-Going. • Referrals were made to Collaborating Agencies on an as-needed-basis. <p>Access to services due to Covid-19 Pandemic</p>	<ul style="list-style-type: none"> • On-Going 	<ul style="list-style-type: none"> • On-Going.

Program Goal 3: Increase kindergarten readiness rates of Gadsden County HS/Pre-K students who demonstrate proficiency on pre-Kindergarten assessments.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
<p>A. HS/Pre-K students will show gains on kindergarten readiness rates for each year of the project period with an overall 80% Readiness Rate (RR) by 2024.</p>	<p>55% current RR</p> <ul style="list-style-type: none"> Assess students three (3) times per program year using adopted/approved pre-k assessment tools that align to the Office of Head Start Learning Outcomes and Florida, state, standards. <p>A. Utilize individualized lesson plans to target student’s subject area deficiencies.</p> <p>B. Measure and record gains using initial and final assessment results.</p> <p>Validation:</p> <ol style="list-style-type: none"> VPK Readiness Rates Individualized Lesson Plans Curriculum Generated Assessments <p>Challenges:</p> <ol style="list-style-type: none"> Regular Classroom Attendance Parent Denial of Individualized Plans/Services 	<p>60% RR</p> <ul style="list-style-type: none"> On-Going 	<p>65% RR</p> <ul style="list-style-type: none"> On-Going Many families chose to enroll their children in the virtual classroom. <p>Access to internet services. Parents taking on the role of their child’s teacher.</p>	<p>75% RR</p> <ul style="list-style-type: none"> On-Going 	<p>80% RR</p> <ul style="list-style-type: none"> On-Going
<p>B. Gadsden County HS/Pre-K students will increase individual student performance by a minimum of 25%.</p>	<p>55% Mastery of four-year old FL standards</p> <p>C. Analyze Gadsden County HS/Pre-K students to State/ National assessment scores by assessment period(s) and by early learning outcomes (ELO).</p> <p>D. Analyze Gadsden County HS/Pre-K students’ scores by assessment period(s) and by ELO.</p> <p>Validation:</p>	<p>10% Gains</p> <ul style="list-style-type: none"> On-Going 	<p>15% Gains</p> <ul style="list-style-type: none"> On-Going 	<p>20% Gains</p> <ul style="list-style-type: none"> On-Going 	<p>25% Gains</p> <ul style="list-style-type: none"> On-Going

Program Goal 3: Increase kindergarten readiness rates of Gadsden County HS/Pre-K students who demonstrate proficiency on pre-Kindergarten assessments.

Objective(s)	Progress, Outcomes, and Challenges				
	Year 1	Year 2	Year 3	Year 4	Year 5
1) <i>ChildPlus Data System Reports</i> 2) <i>VPK Readiness Rates</i> Challenges: None					

Sub-Section B: Service Delivery

APPROACH

- 1. Service and Recruitment Area:** This section contains information about the proposed service area and program models that will be used by the Gadsden County School District to implement a model that will provide 1080 hours/year and up to 1800 hours per year of center-based Head Start (HS) services to 227 preschool children and their families in Gadsden County. Thirty-Two of the 227 children will receive extended day services, providing 10 hours per day of HS comprehensive services by Gadsden County School district HS staff. The remaining 195 children will receive services at the five elementary school sites and two community sites. In this section, the specific proposed services discussed are the professional development opportunities for staff and parents, the organizational experience and current capability of the HS staff and the entire school district, as well as the planning and implementation strategies to be used.
- 2. Needs of Children and Families:** Gadsden County School District proposes to provide center-based HS services in Gadsden County, Florida. Gadsden County is located in the northwestern corner of the Florida Panhandle, known as the Big Bend Region. The proposed service area encompasses 516 square miles of land, 12 square miles of water, and includes a population of 45,945 individuals in Gadsden County according to July 2020 US Census data. US Census data shows that Gadsden County has a declining population of 6.0 % from 2010 to 2018. Gadsden County is one of the least densely populated counties in the State with an average of 89.8 people per square mile compared to the state of Florida at 350.6 people per square mile. According to July 2020, US census data,

the population of Gadsden County is comprised of 55.8% African American, 32.3% Caucasian, 10.4% Hispanic and less than 2% other. Gadsden County is the only county in Florida where most of the population is African American. Hispanics are the fastest growing demographic in Gadsden County. Seasonal crops are grown around the city of Greensboro; attracting migrant workers who harvest seasonal crops in this area of Gadsden County. Much of Gadsden is rural, primarily agricultural, with limited job opportunities and wage-earning potential. As a result, more than half of the county's employed residents travel to neighboring counties to work.

3.

- a. According to the Florida Legislature Office of Economic and Demographic Research (2019) Gadsden County's per capita personal income was \$41,401 annually, compared to the State average per capital personal income of \$53,267. Gadsden County is 23% below the State average of personal income. Gadsden County's unemployment averages have shown a decrease from 8.2% in 2014 to 4.6% in 2018 according to the US Department of Labor, Bureau of Labor Statistics. Despite these decreases, the average unemployment rate of 5.5% for Gadsden County continues to exceed the State average unemployment rate of 5.0% as noted in May 2021 and due to the Covid-19 Pandemic, is below the national rate of 7.7%. Job creation has occurred sporadically in Gadsden County over the past three years. The few jobs created recently have primarily come from expansions of existing industry and often require education, credentials and skills that low-income residents do not currently possess. Homelessness has been confirmed as

a challenge for Gadsden County. The Florida Department of Education data in 2019-2020 school year reported 149 students in the entire school district as homeless in accordance with the definition set forth in the McKinney-Vento Act. Students sharing housing with others due to the loss of a home or other economic hardship make up 89% of the 149 students. Students reportedly living in cars, parks or campgrounds make up 6% of the 149 students. The HS program served 22 homeless children in the 2020-2021 school year and 29 homeless children during the 2019-2020 school year. The recruitment of homeless children continues to be a priority for Gadsden County HS. In Gadsden County 17.0% of all residents lived below the federal poverty level compared to the State rate of only 15.6% according to the American Community Survey (ACS) Five-Year Data Profile 2014-2018. Of all individuals living in poverty in Gadsden County, 32.7% were children, compared to Florida's 17.3% average. The ACS data profile, 2014 -2018 reveals that 47.2% of female-headed households with children under the age of five lived in poverty compared to the State rate of 38.1%. The poverty rate of female head of household is especially significant considering Gadsden County's high rate of births to unmarried mothers. The percent of unmarried mothers in Gadsden County was 85.3% from 2009-2013; significantly exceeding the State rate of 40.1%. This represents an increase of 29.7% for Gadsden County. The economic conditions in Gadsden County are reflected in the number of income eligible children and families that could benefit from a HS program. The 2014 -2018 five-year data profile from the US Census American Community Survey website noted

that there are 2,699 children under the age of five. With an estimated 21.5% of all children living in poverty in Gadsden County according to the US Census, there is an estimated 581 children under age five in families whose incomes are at or below poverty. Using estimated births per year, approximately 370 three, four and pre-k five-year-old children are living in poverty in Gadsden County. Enrollment for Gadsden County HS for September 2020 consists of 227 HS children, all of which are income eligible according to HS guidelines. Additionally, 96 children are currently waiting for HS services in Gadsden County.

b.

All Gadsden County School District schools qualify for free breakfast and free lunch as evidenced by the Florida Direct Certification Determination. The economic challenges present in the county have impacted the presence of special populations, as well as their needs. The number of young children with diagnosed disabilities continues to rise. The Gadsden HS Program served 25 children with diagnosed disabilities in 2020-2021. The majority of children, each year, are diagnosed with speech and language delays and/or developmental delays. The Gadsden County School District is the Part B service provider and thus works very closely with the Gadsden County HS program as the grantee to identify preschool children, provide interventions, evaluate and diagnose children as well as provide services for children, when needed. The Gadsden County HS program works closely with three infant and toddler service providers

along with Early Steps, the Part C provider. Collaboratively, these providers work together to identify children who are entering the HS program. Gadsden County HS collaborates with Florida State University, the Early HS provider, in the county by conducting joint screening and recruitment efforts in the spring when pre-kindergarten registration is held. The school district Child Find Coordinator also participates in the screening process. Along with the Early HS program in the county, Gadsden County HS also collaborates with two home visiting programs for infants and toddlers. Healthy Start and Healthy Families Gadsden meet to ensure resources are maximized and not duplicated. These efforts resulted in the formation of the Gadsden County Home Visiting Partnership. Gadsden County HS is a part of this collaborative partnership that results in preliminary screening for children with referrals.

There are few children under the age of five who are moved to foster care in Gadsden County. Most children who are subject to removal are placed with relatives as reported by the Gadsden County HS staff. The statistics for Gadsden County, Florida from the Fostering Court Improvement.org website confirms this information. The website indicated that from October 2016 to September 2017, there were 15 children removed to foster care for all age groups at a rate of 18.3% compared to the State rate of 35.8%. Gadsden County HS is committed to serving foster children, however, there is a low incidence if foster children placed out of the care of relatives in the county. Daily attendance will be a priority of the HS

program. Data will be shared at parent orientation comparing children's regular attendance to their educational growth. Parents will be contacted when a child is absent from school 30 minutes after the scheduled arrival time. Family services staff will contact families when a child has been absent for three (3) consecutive days. Families will be offered support and resources to ensure children are in school daily, unless they are sick.

4. **Rationale for Proposed Program Option and Funded Enrollment Slots:** There is no updates or changes to program option. Program option will continue to be center-based. There are no updates or changes to Funded Enrollment Slots.
5. **Centers and Facilities:** Head Start classrooms will be located on the campuses of five elementary schools and two community sites. Two HS sites will remain within the community, one in Midway and one in Quincy. No updates of changes to facilities. Gadsden County School District will continue to implement a COVID-19 Plan, adhering to guidance from the CDC, Department of Health, and the local Health Department.
6. **Eligibility, Recruitment, Selection, Enrollment, and Attendance:** The Gadsden County Head Start Program has been using the Childplus Tracking System for a number of years, but not with fidelity. Beginning with the 2020-2021 program year, the Childplus Data Tracking System will be used to fully implement ERSEA. Eligibility, Selection, Enrollment, and Attendance reports will be used for enrollment and tracking of Head Start Children.
7. **Education and Child Development:** Gadsden County will use the Ready to Advance Curriculum. The Conscious Discipline Curriculum will also be implemented in all Head Start classrooms for Social-Emotional Development. School Readiness goals will be

centered around the five developmental domains (physical, approaches to learning, social-emotional, language/literacy, and cognition/general knowledge. For each goal, objectives and strategies will be created. Goals and objectives will continue to be aligned with the Head Start Early Learning Outcomes Framework, Ages Birth to Five and with Florida's Early Learning and Development Standards.

8. **Health:** Gadsden County Head Start Program will continue to ensure that all Head Start children will have access to a wide array of health services. The Childplus Data Tracking System will be used to collect data, monitor service delivery, and evaluate the program's progress towards meeting health goals. Physical Health, Nutrition, Oral Health, and Mental Health services will continue to be provided to all Head Start children and families.
9. **Family and Community Engagement:** There are no changes or updates. The Gadsden County School District's COVID-19 Plan will be implemented.
10. **Services for Children with Disabilities:** There are no changes or updates.
11. **Transition:** The Transition Plan will be updated to include, but not limited to the following: Quarterly meetings between Head Start teachers and Kindergarten teachers; Kindergarten expectations for entering students, etc.
12. **Services to Enrolled Pregnant Women:** Not Applicable
13. **Transportation:** There are no changes or updates to transportation.

Sub-Section C: Governance, Organizational, and Management Structures

1. **Governance:** There are no changes or updates to Governance.
2. **Human Resources Management:** There are no changes or updates to Human Resources Management.
3. **Program Management and Quality Improvement:** Gadsden County HS will continue to implement the Focus Area 1 Corrective Action Plan.

Section II. Budget and Budget Justification Narrative

Gadsden County School Board believes that each employee contributes directly to the District Head Start program's mission "to ensure that all children participating in the Gadsden County Head Start 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" The Gadsden County School District is committed to hiring and maintaining highly qualified and educated staff to ensure our classrooms are accredited and recognized nationally. Staff will be hired to offer extra support to teachers in the classrooms. Our salaries are in line with the latest wage comparability study completed by the Florida Head Start Association in 2019.

A. Personnel

Head Start Cost: \$1,492,450

<u>Positions</u>	<u>Number of Staff</u>	<u>Cost</u>	<u>Head Start Cost</u>
<u>Child Health & Dev. Services</u>			
Health/Mental Health Coord.	1	\$44,156	\$44,156
Education Coord.	1	\$54,105	\$45,989
Disability/Transition Coord.	1	\$44,156	\$44,156
Resource Teacher/Coaches	3	\$157,935	\$134,245
Teachers	14	\$529,265	\$529,265
Teacher Assistant	14	\$279,503	\$279,503
Program Specialist	1	\$53,490	\$45,467
<u>Family & Community Partnerships</u>			
Family Services Coord.	1	\$44,156	\$37,533
Family Advocates	5	\$126,285	\$126,285

Parent Involvement Coord.	1	\$44,156	\$44,156
<u>Program Design & Management:</u>			
Head Start Director	1	\$64,780	\$55,063
Administrative Assistant	1	\$37,716	\$32,059
Program Assistant	2	\$51,184	\$43,506
<u>Other Personnel</u>			
Bus Aides	1	\$7,540	\$7,540
Program Assistant (Food Serviced)	1	\$23,527	\$23,527
Total Personnel	48	\$1,561,954	\$1,492,450

B. Fringe Benefits

Head Start Cost: \$365,445

Gadsden County school Board has found that offering a comprehensive and generous benefit package to employees, has been most helpful when trying to recruit and retain qualified staff. Gadsden County School Board has remained committed to assisting staff with the increasing cost of medical premiums. All employees' basic dental premiums will continue to be paid by the School Board.

	<u>Cost</u>	<u>Head Start</u>
FICA, Medicare (7.65%)	\$119,489	\$101,566
Health Life Dental	\$179,936	\$143,949
Retirement (8.47%)	\$132,298	\$112,453
Workman's Comp.(.51%)	\$7,477	\$7,477
Total for Fringe Benefits	\$439,200	\$365,445

C. Travel: Head Start Cost: \$15,800

Staff will have opportunities to travel outside of their home environment to further develop their professional skills. The Gadsden County Head Start will also be implementing the Trauma Informed Approach, therefore the Governing Board, Policy Council, Staff, and Community Partners will receive training on the model.

By attending out of state conferences and trainings, staff will be afforded the opportunities to network with other colleagues. Professional Development is an essential aspect of a program of quality.

Conferences	Location	#of Days	#of Participants	Cost
National HS	TBA	4	7	\$5,600
National HS Fall Conf.	Washington	3	4	\$4,200
State Conference	TBA	4	6	\$1,600
NHSA Parent Conf.	TBA	4	5	\$2,600
NAEYC	Orlando	3	3	\$1,800
Total Travel				\$15,800

D. Equipment: \$0

E. Supplies: Head Start Cost: \$92,300

Supplies are necessary and essential to the operations of the program. Office supplies include computers, and office supplies for programmatic staff (those who are not directly in the classroom). Food service supplies are sundry items used by the food service staff at the centers and community sites to prepare and package meals. Items may include utensils, storage containers, food trays, cambros, and small kitchen appliances. Program supplies

include, but not limited to curriculum, furniture, manipulatives, puzzles, books, mats, cots, pull-ups, wipes and consumable supplies such as glue, paper, crayons, markers, paint, sets, etc. that are required to fulfill the school readiness goals of the program. Custodial supplies are also needed for cleaning purposes.

Program/Classroom Supplies	\$55,600
Office Supplies	\$15,500
Food Service Supplies	\$12,300
Computer Hardware/Ink	\$8,900
Total Supplies	\$92,300

F. Contractual Head Start Cost: \$155,078

The contracted line items reflect costs associated with Head Start professional services, such as consultants for program compliance, temporary help, playground maintenance, food delivery, technology installation and updates, interpretation services, and maintenance of grounds, etc. Contractual funds may also be used for medical, dental, and disability screenings. These funds would be of last resort if donations or Medicaid did not defray these costs. The School Board will continue to pursue Partnerships with childcare providers to accommodate Head Start children in their facilities. This will provide the opportunity for families to receive full-year, full-day services. Children and families will continue to receive full-day services through the School Board’s community site located in Quincy.

	<u>Cost</u>	<u>Head Start</u>
Health/Dental Evaluations	\$4,200	\$4,200
Therapy/Speech/OT/PT	\$4,000	\$4,000

Food Service/Registered Dietician	\$12,100	\$12,100
Classroom/Playground Maintenance	\$47,000	\$47,000
Technology Installation/Updates	\$40,778	\$40,778
Interpretation Services	\$15,100	\$15,100
Program Compliance/Consultant	\$18,000	\$18,000
Ground Maintenance/Office/Centers	\$13,900	\$13,900
Total Contractual	\$155,078	\$155,078

G. Construction: \$0

H. Other: Head Start Cost: \$128,528

The other line item budget category reflects building occupancy costs to include utilities, building maintenance, garbage, telephone, postage, etc. Parent services are the costs associated with parental involvement projects that provide family education, training, outings. Projects include but are not limited to policy and advisory council meetings.

Publication/printing is also included in the other line item category. This is the cost of printing information for families, creating public awareness of the program and the cost for the program related publication subscriptions for the centers and staff.

Staff Development costs are also a part of this line item. Throughout the year, staff have numerous opportunities to attend local trainings, seminars, in-service, CPR/First Aid classes, medication administration training, preschool state standards training, updates for state's childcare regulations, and etc. Tuition assistance is provided only if the state funded tuition program (TEACH) is not available to staff.

Nutrition or food costs are costs associated with providing and serving meals on school campuses and at the centers. Nutritional well-balanced meals are provided to all children and staff. Parents may also receive meals if they are present in the classroom during meal service, or on fieldtrips. USDA reimbursements to the school district will cover the majority of the cost for the children's meals. Teachers and classroom staff are encouraged to eat with the students in as

close as possible to a family-style environment. The costs for classroom staff and parent meals are considered a part of the overall operational expenditures and help to ensure we are achieving nutritional school readiness goals.

The other budget line item includes cost for classroom substitutes. We are mandated to staff classrooms with two paid adults at all times. When a member of the teaching team is absent, then a qualified substitute will be placed in that classroom to ensure all regulations are followed. Local travel is mileage that is reimbursable to staff for travel to program sites, which are the centers, main office and home visits. Although transportation services are provided by the Gadsden County School Board transportation department, Head Start will provide fuel for the one bus that transports only Head Start children. Gas will also be provided for the van that transports food to centers in the community.

Field trips for children and families are costs that are included in the other budget line item. Children and families will be provided numerous opportunities to participate in field trips in the county and in surrounding counties. Due to parents having to transport their children to and from the Quincy Area site, a transportation helper will be placed at the site to ensure the safety of the children and staff upon arrival and departure to school.

Utilities/Telephone	\$8,158
Child Consultant	\$6,700
Printing/Ads	\$10,728
Gas/Diesel	\$3,625
Custodial Services/Maintenance	\$1,000
Membership	\$4,286
Local Travel	\$13,800
Food Costs/Nutrition Services	\$18,684
Substitutes/Temporary Help	\$35,600
Field Trips	\$11,697
Parent Services/Policy/Male Involvement	\$14,250
Total for Other	\$128,528

Gadsden County School Board has a state approved Indirect Cost Rate of 4.91%. This rate is valid for the period of July 1, 2021 thru June 30, 2022. The rate covers the cost of the following annual audit, accounting, human resources, information technology and administrative functions. Common cost, such as communication (telephone, internet, and cell phone) and clerical for the administration building are all a part of indirect costs.

Cost:	<u>Head Start</u>
Indirect Cost	\$75,002
Total All Charges (Program Operation)	\$2,324,603
Total (Training and Technical Assistance)	\$26,542
Grand Total Funding	\$2,351,145

Non-Federal Share: **\$587,786**

Equally planned, based upon the historical and extensive relationship with the Gadsden County School Board are the source of Non-Federal Share services used to support the school readiness goals of the Gadsden County School Board.

Personnel: Program Design and Management:

Salaries/Benefits

School Site Administrators (Principals, Assistant Principals)	68,721
School Site Data Entry	9,387
School Site Clerical Support	12,124
School Site Custodial Services	<u>11,296</u>
Total Personnel	\$101,528

Head Start classrooms are located on elementary school campuses. The Head Start Program receive all of the services provided to the school. Principals and Assistant Principals are responsible for observing Head Start teaching teams and having input into the evaluation process. The Data Entry Clerk, Secretary and Custodial staff all serve the Head Start Program free of charge. Non-Federal share amount is calculated by taking a percentage of the school staff salaries and benefits. The percentage rate is determined by the number of Head Start children as compared to the entire student population.

Transportation: \$76,621

	# of children	Cost per Child
Children's Transportation	193	\$397
Children's Transportation		<u>\$76,621</u>

Transportation is provided by the Gadsden County School Board to all Head Start children who attend class on school campuses. Children are afforded the opportunity to ride the school district's

buses to and from school free of charge. As an existing grantee, the estimation number of children being transported by school bus is an average, based on the last three years of data. The cost per child is from the Department of Education.

Volunteers:	\$15,675				
Parents, Community Members		<u># of Vol.</u>	<u># of Hours</u>	<u>Rate</u>	<u>Value</u>
Total Volunteers		210	1900	8.25	<u>\$15,675</u>
					\$15,675

As an existing grantee, the estimation of donation of time is based upon documented donation averages for the past three years from parents and community volunteers. The rate is based on the minimum wage for the state of Florida.

State Voluntary Prekindergarten Program: \$393,962

VPK Program: State of Florida # Of Children: 168.93 X \$2,332 Cost: \$393,962

The State Voluntary Prekindergarten Program (VPK) is available to all four-year-old children who are four by September 1 of the current school year and reside in the state of Florida. The VPK Program has allowed the Gadsden School Board to serve additional children in Head Start.

Total Non-Federal Share from Gadsden County School Board: \$193,824

Total Non-Federal Share from State: \$393,962

Grand Total: \$587,786

Gadsden County School Board Head Start Program

Grant# 04CH011096

Funding Year: 2021-2022

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 Program Specialist, and our T/TA Specialist. We have given our Program 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 initial process leading up to the development of the 2021-2022 Training and Technical Assistance Plan began in the Spring of 2021. The Gadsden County Head Start Program's T/TA Plan was developed with the assistance of the Head Start Management Team, the Health Advisory Council, Head Start/Pre-K Program Director, Policy Council and Board. In order to assist in the development of this plan, several program documents were identified and reviewed. Extensive timelines were set to allow adequate time to meet and accomplish this goal. The Head Start Program Director and Coordinators reviewed all documents, and each Coordinator 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, Community Assessment, Program Improvement Plan, Classroom Assessment Scoring System (CLASS), Family Engagement Plan, PIR data, Auditor General's Report, Strategic Plan and the School Readiness Plan.

After reviewing such documents as the Community Assessment, Self-Assessment, Program Improvement Plan, Child Outcome Data, Family Engagement Plan, and School Readiness Plan, 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. Challenging Behaviors in children at home and in school continue to be areas of concern in the Community Assessment and the Self-Assessment. As a result, the need to work closely with staff and families in the areas of Challenging Behaviors and understanding mental health issues affecting children and adults were identified and addressed in the program Improvement plan. The Training Plan also addressed the need to assist staff in working more effectively with parents and other agencies in order to ensure growth in this area. Last year's T/TA Plan was also reviewed to address any unmet or ongoing training needs, and to identify any trainings that needed to be incorporated into the current Plan. Upon doing this, it was noted

that continuous parent training is needed to adequately address the behavior mental health concerns within the Head Start Program. Teaching Teams will continue to improve CLASS scores as they relate to School Readiness and program quality. These are just some of the ongoing needs that were identified during the Self-Assessment process. Although this issue was addressed in the 2020-2021 Training Plan, a continuation of training and education in these areas are still needed. Therefore, these training needs were subsequently included in the 2021-2022 Program Improvement Plan and Training Plan.

The Head Start Roadmap to Excellence, Head Start Early Learning Outcomes Framework and the state's Early Learning Standards were also reviewed to identify educational goals and training needs. This assisted in promoting a seamless high-quality system to assure that children in the Head Start program are both successful in school and prepared for kindergarten.

Based on the documentation used to determine the training needs of the program, the Management Team and the Head Start/Pre-K Director prioritized goals. These identified goals, outcomes, and strategies will impact such systems as communication, 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 at the **August 9, 2021** 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 Self- Assessment, Community Assessment, School Readiness Plan, Parent/Staff surveys, PIR, 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 Program Improvement Plan, and Training Plan was approved by the Policy Council on **August 9, 2021.** The Board's approval was given on **August 31, 2021**

Participants

Title

<i>Executive Director (if applicable)</i>	<i>NIA</i>
<i>Head Start Director</i>	<i>Valencia Denson</i>
<i>Fiscal Manager</i>	<i>LaClarence Mays</i>
<i>Education Coordinator</i>	<i>Clarissa York</i>
<i>Health Coordinator</i>	<i>NiAra Randolph</i>
<i>Disabilities Coordinator</i>	<i>Erica Farmer</i>
<i>Family & Community Partnerships</i>	<i>Dana Street</i>
<i>Policy Council Chairperson</i>	<i>Kenyatta Lloyd</i>
<i>Head Start Parent</i>	<i>Armonda Emanuel</i>
<i>Head Start Parent</i>	<i>Doris Jackson</i>
<i>Head Start Community Rep.</i>	<i>Fabiola Garcia</i>
<i>Parent Involvement Coordinator</i>	<i>Shannon Brown</i>

TRAINING AND TECHNICAL ASSISTANCE

Line Item	Description	Costs
Travel	see details below	16,925
Contractual	Consultant Fees	7,300
Supplies	Training Materials	<u>2,317</u>
Total Budget		\$26,542

Travel **\$16,925**

Out of town travel costs are costs such as per diem, airline transportation, hotel reservations, mileage, car rental, etc. that are associated with staff development, training and technical assistance, conferences, located outside of Gadsden County. These trainings are held in many different cities across the United States. The destinations for National HS conferences change from year to year. There are numerous conferences and trainings held in Atlanta, Georgia in conjunction with the Regional Office, where the Region IV office is based. There are other various trainings such as Florida Association for the Education of Young Children (FLAEYC), Florida Head Start Association annual training, and CLASS trainings throughout the state of Florida. Depending on staff, organization's events, and availability, the district will try to ensure that the director, managers, staff, parents, and board members are provided the opportunity to attend conferences. Attendance will be based on the topics offered at the conference.

Conference	# of Trips	# of Days	# of Staff	Location	Cost
Florida Head Start	1	4	3	Daytona, FL	2,450
FLAEYC	1	3	6	Orlando, FL	2,300
Region IV-Annual	1	4	4	Atlanta, GA	3,200
Region IV-Leadership	1	4	4	Atlanta, GA	2,650
One Goal	1	3	2	Tampa, FL	1,500
FL HS -Parent Conf.	1	4	7	New Orleans	<u>4,825</u>
Total Travel					\$16,925

Contractual **\$7300**

Although out of town trainings are offered throughout the year, there will be times when it is necessary to provide on-site trainings. These trainings, such as various local trainings offered by

other agencies, seminars, first aid/CPR classes, updates for state standards and regulations are necessary to operate an effective and quality program.

Contractual Costs

ChildPlus Trainings	5,000
Ready to Advance Pre-k Training	<u>2,300</u>
Total Contractual	\$7,300

Supplies \$2,317

These funds will be used to purchase needed supplies to be used during trainings or in-service days. Supplies could include training materials for CLASS trainings, curriculum materials, and - classroom materials to assist with state mandated requirements.

Supplies Cost

Program/Classroom Supplies	<u>\$2,317</u>
Total Supplies	\$2,317

Total Training and Technical Assistance \$26,542

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program
 YEAR: 2021-22

Part 1: Identified T/TA Goals T/TA

T/TA Goal

Improve Overall Child Health/Mental Health

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Parents and staff will gain a better awareness of the factors impacting the overall child health/mental health and well-being, as well as gain awareness of ways to impact positive outcomes.	<p>Child/Children's health information up-to-date</p> <p>Parent implementation of healthier eating habits.</p> <p>Appropriate child behaviors in the home and at school.</p> <p>Knowledge of resources/information available to address mental health issues in children and adults.</p>	<p>Child Plus Data Reports (Health/Mental Health)</p> <p>Child Health Records (Growth Charts/Mental Health Records)</p> <p>Home Visit Reports</p> <p>Workshop Agendas/Sign-In Sheets</p> <p>PIR Reports</p> <p>Classroom Observation Reports</p>

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HSMgt. System	Responsible Manager	Timeline	Estimated Cost
<p><i>List each strategy, event, or activity</i></p> <p>Training Strategies:</p> <ol style="list-style-type: none"> Train parents on making healthy food choices for their families (newsletters, handouts, trainings, etc.) Train parents and staff on appropriate ways to manage challenging behaviors at school and in the home. Train parents on various mental health issues affecting both children and adults. Train staff on the importance of physical activity in early education (individual and small group experiences) Train staff on how to promote healthy eating at school and home. 	<ol style="list-style-type: none"> Health Coord./ Consultant Health Coord./ Consultant Health Coord./ Consultant Health Coord./Ed. Coord. Health Coord./Ed. Coord. 	<ol style="list-style-type: none"> Parents Parents/Staff Parents Staff Staff 	<ol style="list-style-type: none"> Health Coord. Health Coord. Health Coord./ Health Coord/Ed. Coord. Health Coord 	<ol style="list-style-type: none"> Dec.'21- June'22& Aug'22- Nov'22 Dec.'21- June'22& Aug'22- Nov'22 Dec'21 Dec.'21- June'22& Aug'22- Nov'22 Aug'22 	<ol style="list-style-type: none"> \$.500 \$.750 \$.500 \$.0 \$.0

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2021-22

Part 1: Identified T/TA Goals

T/TA Goal: Ensure Student Success in the Classroom and in the Community

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Teachers will be equipped with the skills/techniques needed to ensure student success in the classroom. Implementation of The Practice - Based Coaching Model.	<p>Attainment of School Readiness goals.</p> <p>Appropriate classroom behavioral/educational techniques.</p> <p>Appropriate implementation of Curriculum.</p> <p>Accurate administration of assessment tools.</p> <p>Classroom safety measures.</p> <p>CLASS Scores</p>	<p>Classroom Observation Reports</p> <p>Monitoring Reports</p> <p>Assessment Data</p> <p>Staff meeting agendas/minutes</p> <p>Training agendas</p> <p>Teacher Reports</p> <p>Individualized training reports</p> <p>Professional Learning Opportunities</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>a. Train ALL teachers on Ready to Advance Curriculum, the BCA assessment, and the CLASS Observation Tool.</p> <p>b. Train parents and staff on goals outlined in the School Readiness Plan (Parent Orientation and Pre-service Training)</p> <p>c. Provide individualized teacher training based on results of CLASS observations, and data from BCA and VPK Assessment and ISA's.</p> <p>d. Train parents and staff on importance of social skills education</p> <p>e. Train staff on the use of appropriate teaching strategies for children with special needs and on different learning styles in children</p>	<p>a. Ed. Coord./ Resource Teachers/Coach Consultant</p> <p>b. Ed. Coord/ Res. Teachers Coach</p> <p>c. Fsvc. Coord. Ed. Coord./ Consultant</p> <p>d. Ed. Coord./ Res. Teachers/ Consultant</p>	<p>a. Teaching Teams</p> <p>b. Parents/Teaching Teams</p> <p>c. Teaching Teams</p> <p>d. Parents/Staff</p> <p>e. Staff</p>	<p>a. Ed. Coord.</p> <p>b. Ed. Coord./ FSVcs Coord</p> <p>c. Ed. Coord. Res. Teachers</p> <p>d. Ed. Coord. Fsvc. Coord</p> <p>e. Ed. Coord.</p>	<p>a. Dec.'21-May'22& Aug'22-Nov'22</p> <p>b. Aug' 22</p> <p>c. Dec.'21 June'22& Aug'22-Nov'22</p> <p>d. July'22-Aug'22</p> <p>e. Dec.'21-June'22& Aug'22-Nov'22</p>	<p>a. \$1,800</p> <p>b. -\$0-</p> <p>c. -\$0</p> <p>d. -\$0-</p> <p>e. \$1,317</p>

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2021-22

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Implementation of a Research-Based Parent Curriculum

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<p>Family Services Staff will have the techniques necessary to assist parents in attaining their goals and improving the lives of themselves and their children.</p> <p>Increased parental involvement in their child's daily life experiences (home and school)</p> <p>Children being successful in school and in the community</p>	<p>Parent attainment of FP A Goals</p> <p>Accurate Recordkeeping</p> <p>Different levels of parent participation</p> <p>Positive Parent Outcomes</p> <p>Attainment of Family Engagement Plan Goals</p>	<p>Child Plus Reports</p> <p>Home Visit Records</p> <p>Family Services Monitoring Reports</p> <p>Workshop agendas/sign-in sheets</p> <p>Parent Involvement Reports</p> <p>Classroom Volunteer Reports PIR Reports</p> <p>Family Services meetings/agendas</p> <p>Parent Surveys</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>a. Train Family Service Staff and Teaching Teams on how to engage parent participation in daily activities in the classroom and at home.</p> <p>b. Train Family Service Staff on Positive interactions with families, goal setting, and accurate documentation.</p> <p>c. Train Staff on implementation of Research-Based Parent Curriculum "Conscious Discipline"</p>	<p>a. Family Svcs Coord./Ed. Consultant</p> <p>b. Family Svcs Coord./ Consultant</p> <p>c. Family Svcs Coord./Consultant</p>	<p>a. Teachers</p> <p>b. Family Svcs. Staff</p> <p>c. Family Svcs. Staff</p>	<p>a. Family Svc Coord. Ed.Coord</p> <p>b. Family Svc Coord.</p> <p>c. Family Svcs Coord.</p>	<p>a. Dec.'21-May'22& Sept'22-Nov'22</p> <p>b Dec.'21-May'22& Aug'22-Nov'22</p> <p>c. Sept'22</p>	<p>a.\$0</p> <p>b.\$2,500</p> <p>c.\$0</p>

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2021-22

T/TA Goal: Governing Board, Policy Council and Staff maintain compliance with Required State and Federal Regulation!

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
<p>Governing Board, Policy Council, and Head Start Staff will have a greater understanding of Revised Policies and Procedures.</p> <p>Staff proficient in using Data Tracking System.</p> <p>Using Data to support Program Goals (School Readiness and Family Outcomes).</p>	<p>Increased awareness of data as it relates to School Readiness Goals.</p> <p>Increased collaboration between Head Start, Governing Board, and Policy Council.</p> <p>Revised Policies and Procedures</p> <p>Accurate Fiscal Reports.</p> <p>Head Start Program compliance with mandates and standards.</p>	<p>School Board Minutes/Agendas</p> <p>Training Agendas/Sign-in Sheets</p> <p>Fiscal Reports</p> <p>Head Start Monitoring Reports</p> <p>Policy Council Minutes</p> <p>Head Start Director Reports</p> <p>Approved Policies and Procedures</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>a. Train Governing Board, Policy Council, and Head Start staff on Performance Standards and Federal Regulations.</p> <p>b. Train Governing Board, Policy Council, and Head Start staff on how to understand difference between CLASS and School Readiness</p> <p>c. Governing Board, Director, and Fiscal Staff will be trained on Fiscal Tracking System.</p> <p>c. Train Governing Board, Policy Council, and Staff on how to analyze Data to Support Program Goals.</p>	<p>a. Consultant</p> <p>b. Consultant</p> <p>c. Consultant</p> <p>d. Consultant</p>	<p>a. G. Board /Policy Council/ H.S. Staff</p> <p>b. G. Board /Policy Council/ H.S. Staff</p> <p>c. G. Board/Director/ Fiscal Staff</p> <p>d. G. Board /Policy Council/ H.S. Staff</p>	<p>a. H.S. Director</p> <p>b. H.S. Director</p> <p>c. H.S. Director</p> <p>d. H.S. Director</p>	<p>a. Dec.'21- July'22</p> <p>b. Dec.'21- July'22</p> <p>c. Dec.'21- Nov'22</p> <p>d. Dec.'21- June'22</p>	<p>a.\$0</p> <p>b.\$0</p> <p>c.\$0-</p> <p>d.-2,800</p>

Part 2: Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2021-22

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) 1302.31(2)(ii)(4) Developing skills in working with children with non-English language background and children with disabilities, as appropriate	ESOL Coordinator/ Education Coordinator Teachers	Teachers Paraprofessionals	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	Education Coordinator	Dec'21- Nov.'22	\$0
1302.92(b)(2) 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 '22	-0-
1302.70(d) Transition training for Early Head Start or Head Start staff and school or other child development staff	Education Coordinator, Consultant	Director, Management Staff, Teaching Teams	Children and families will successfully transition into and out of the Head Start program	Transition Coordinator	April '22	\$1,900
1302.92(a) Orientation for new staff, consultants and Volunteers	Director, Education Coordinator, Resource Teachers, Consultant	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'21- Nov.'22	-0-
1302.47(4) Safety Training for Staff	Consultant	All Staff and Volunteers	All Staff and Volunteers will promote safety throughout the program year	Health Coordinator	Dec '21- Nov '22	\$1,500

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2020-21

<p>1302.92(b)(1) 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/Consultant</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. '22</p>	<p>\$3,200</p>
<p>1302.92(a) Training about the underlying goals of Head Start and the program options being Implemented</p>	<p>Director, Management Staff, Resource Teachers</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. '22</p>	<p>-0-</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, Monitors, Program Assistants</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. '22</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. '22</p>	<p>-0-</p>
<p>45 CFR 1310.17(b)(3) Administer basic first aid</p>	<p>Transportation Director</p>	<p>Bus Drivers, Monitors, Program Assistants</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. '22</p>	<p>-0-</p>
<p>45 CFR 1310.17(b)(4) Handle emergency situations</p>	<p>Transportation Director</p>	<p>Bus Drivers, Monitors</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. '22</p>	<p>-0-</p>
<p>1303.72(2)(i)</p>	<p>Transportation</p>	<p>Bus Drivers/</p>		<p>Transportation</p>	<p>Aug. '22</p>	<p>-0-</p>

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2021-22

Operate special equipment	tion Director	Monitors	Staff and volunteers will obtain knowledge and skill in operating special equipment.	tion Director	
1303.72(2)(i) Conduct maintenance and safety checks and maintain accurate records.	Transportation Director	Bus Drivers/ Monitors	Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment.	Transportation Director	Aug. '22 -0-
1303.72(d)(I) Meet applicable driver training requirements of the state in which they operate	Transportation Director	Bus Drivers	Drivers will obtain knowledge and skills related to requirements for state licensure in which they operate.	Transportation Director	Aug. '22 -0-
1302.34 (Parent) How to be the primary teacher for their children and full partners in the education of their children	Teacher/ Resource Teacher/ Family Svc. Coordinator	Parents	Parents will obtain knowledge and skills in guiding their child's education.	Family Svc. Coordinator	April '22 \$4,825
1302.12(m) Determining, verifying and documenting Eligibility	Family Services Coord.	All Staff	Staff will obtain knowledge on how to collect complete and accurate information.	Family Svc. Coordinator	Aug. '22 -0-
1302.71 Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting	Teacher/ Family Svc.Coord. /Consultant	Parents	Parents will obtain knowledge of their rights and responsibilities concerning the education of their children in the school setting. Parents will develop skills in exercising their rights as parents in the school setting.	Family Svc. Coordinator/Tr ansition Coordinator	April '22 \$2,650

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2021-22

<p>1302.46(b)(v) If the agency provides transportation, training that includes vehicle and pedestrian safety</p>	<p>Community Organizations</p>	<p>Parents</p>	<p>Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods.</p>	<p>Family Svc. Coordinator</p>	<p>Aug. '22</p>	<p>-0-</p>
<p>1302.46(b)(ii) Family assistance with nutrition</p>	<p>Teachers/ Family Svcs/ 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>Family Svc Coord./ Nutrition Coordinator</p>	<p>Aug. '22</p>	<p>-0-</p>
<p>1302.34 Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children</p>	<p>Teachers, Family Svcs./ 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. '22</p>	<p>-0-</p>
<p>1302.45(b)(4)(S) Parent and staff 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. '21</p>	<p>\$0</p>

Region IV Head Start T/TA Plan

Grantee: Gadsden County Head Start Program

YEAR: 2021-22

Part 3: Required State Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<i>List of Required trainings from state regulations</i>						
CDA Training/60 Hrs. College Credits	Tallahassee Community College/ Children's Forum	Paraprofessional	Paraprofessionals will gain knowledge and skills in the area of child development and children behaviors.	Education Coordinator	Dec '21 Nov '22	\$700
Bus Driver/Monitor Training	Transportation Director	Family Services Staff/Monitors	Safe and dependable transportation for Head Start children, staff, and parents.	Director	July '22	\$0
Blood Borne Pathogen	Health Department	All Staff	To minimize the risk of transmission of HIV, Hepatitis B, and other blood borne pathogens to staff, volunteers, and children.	Health Coordinator	Aug. '22	-0-
Administration of Medication	Health Department	All Staff	To ensure medication is administered properly to children in their care	Health coordinator	Aug '22	-0-
Emergency Preparedness First Aid/CPR	School Safety Coordinator	All Staff	To ensure the safety of children and staff.	Health Coordinator	Aug '22	\$1,600

Gadsden County School Board
Head Start Program
2021-2022

Cost Allocation Plan

Purpose/General Statements

The purpose of this cost allocation plan is to summarize in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

OMB Circular A-122, "Cost Principles for Non-Profit Organizations," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. Gadsden County School Board Head Start Program's Cost Allocation Plan is based on the Direct Allocation method described in OMB Circular A-122. The Direct Allocation Method treats all costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by the Gadsden County School Board.

General Approach

The general approach of the Gadsden County School Board in allocating costs to grants and contracts is as follows:

- A. All allowable direct costs are charged directly to the Head Start Program.
- B. Allowable direct costs that can be identified to more than one program is prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Allocation of Costs

The following information summarizes the procedures that will be used by the Gadsden County School Board Head Start Program beginning December 1, 2021.

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to these programs based on the ratio of each program's salaries to the total of such salaries. Costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries.
 - 1. Fringe benefits (FICA, UC, and Workman's Compensation) are allocated in the same manner as salaries and wages. Health insurance, dental insurance, life and disability and other fringe benefits are also allocated in the same manner as salaries and wages.
 - 2. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- B. Travel Costs -Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred.
- C. Professional Services Costs (such as consultants, accounting and auditing services) Allocated to the program benefiting from the services. All professional services costs are charged directly to the program for which the service was incurred.
- D. Office Expense and Supplies (including office supplies and postage)-Allocated based on usage. Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible.
- E. Equipment - The Gadsden County School Board depreciates equipment when the initial acquisition cost exceeds \$750. Items below \$750 are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs are allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs will be based on the ratio of each program's expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses.

- F. Printing (including supplies, maintenance and repairs)-Expenses are charges directly to programs that benefit from the service.
- G. Insurance- Insurance cost for all programs is charged directly to the Head Start program.
- H. Telephone/Communications- Long distance and local calls are charged to programs if readily identifiable.
- I. Facilities Expenses-All facilities' expenses are covered by the Gadsden County School Board.
- J. Training/Conferences/Seminars - Allocated to the program benefiting from the training, conferences or seminars.
- K. Other Costs (including dues, licenses, fees, etc.) -All other allowable costs will be charged to programs on a basis determined to be appropriate to the costs.

Unallowable Costs - Costs that are unallowable in accordance with OMB Circular A-122, including alcoholic beverages, bad debts, contributions, entertainment, fines and penalties. Lobbying and fundraising costs are unallowable.

<u>A. Personnel</u>		<u>\$1,492,450</u>		
	<u>Positions</u>	<u>Number of Staff</u>	<u>Cost</u>	<u>Head Start Cost</u>
	<u>Child Health & Dev. Services</u>			
	Health/Mental Heath Coord.	1	\$44,156	\$44,156
	Education/Disability Coord.	1	\$54,105	\$45,989
	Resource Teacher/Coaches	4	\$157,935	\$134,245
	Teachers	14	\$529,265	\$529,265
	Teacher Assistant	15	\$279,503	\$279,503
	Program Specialist	1	\$53,490	\$45,467
	<u>Family & Community Partnerships</u>			
	Family Services Coord.	1	\$44,156	\$37,533
	Family Advocates	5	\$126,285	\$126,285

Parent Involvement Coord.	1	\$44,156	\$44,156
<u>Program Design & Management:</u>			
Head Start Director	1	\$64,780	\$55,063
Administrative Assistant	1	\$37,716	\$32,059
Program Assistant	2	\$51,184	\$43,506
<u>Other Personnel</u>			
Bus Aides	1	\$7,540	\$7,540
Program Assistant (Food Service)	1	\$23,527	\$23,527
Total Personnel	49	\$1,561,954	\$1,492,450

B. Fringe Benefits **\$365,445**

Gadsden County school Board has found that offering a comprehensive and generous benefit package to employees, has been most helpful when trying to recruit and retain qualified staff. Gadsden County School Board has remained committed to assisting staff with the increasing cost of medical premiums. All employees' basic dental premiums will continue to be paid by the School Board.

	<u>Cost</u>	<u>Head Start</u>
FICA, Medicare (7.65%)	\$119,489	\$101,566
Health Life Dental	\$179,936	\$143,949
Retirement (8.47%)	\$132,298	\$112,453
Workman's Comp. (.51%)	\$7,477	\$7,477
Total for Fringe Benefits	\$439,200	\$365,445

C. Travel: **\$15,800**

Staff will have opportunities to travel outside of their home environment to further develop their professional skills. The Gadsden County Head Start will also be

Program/Classroom Supplies	\$55,600
Office Supplies	\$15,500
Food Service Supplies	\$12,300
Computer Hardware/Ink	\$8,900
Total Supplies	\$92,300

F. Contractual **\$155,078**

The contracted line items reflect costs associated with Head Start professional services, such as temporary help, playground maintenance, food delivery, technology installation and updates, interpretation services, and maintenance of grounds, etc. Contractual funds may also be used for medical, dental, and disability screenings. These funds would be of last resort if donations or Medicaid did not defray these costs. The School Board will continue to pursue Partnerships with childcare providers to accommodate Head Start children in their facilities. This will provide the opportunity for families to receive full-year, full-day services. Children and families will continue to receive full-day services through the School Board’s community site located in Quincy.

	<u>Cost</u>	<u>Head Start</u>
Health/Dental Evaluations	\$4,200	\$4,200
Therapy/Speech/OT/PT	\$4,000	\$4,000
Food Service/Registered Dietician	\$12,100	\$12,100
Classroom/Playground Maintenance	\$47,000	\$47,000
Technology Installation/Updates	\$40,778	\$40,778
Interpretation Services	\$15,100	\$15,100
Program Compliance/Consultant	\$18,000	\$18,000
Ground Maintenance/Office/Centers	\$13,900	\$13,900

Total Contractual	\$155,078	\$155,078
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G. Construction: \$0

H. Other **Head Start Cost: \$128,528**

The other line-item budget category reflects building occupancy costs to include utilities, building maintenance, garbage, telephone, postage, etc. Parent services are the costs associated with parental involvement projects that provide family education, training, outings. Projects include but are not limited to policy and advisory council meetings.

Publication/printing is also included in the other line-item category. This is the cost of printing information for families, creating public awareness of the program and the cost for the program related publication subscriptions for the centers and staff.

Staff Development costs are also a part of this line item. Throughout the year, staff have numerous opportunities to attend local trainings, seminars, in-service, CPR/First Aid classes, medication administration training, preschool state standards training, updates for state's childcare regulations, and etc. Tuition assistance is provided only if the state funded tuition program (TEACH) is not available to staff.

Nutrition or food costs are costs associated with providing and serving meals on school campuses and at the centers. Nutritional well-balanced meals are provided to all children and staff. Parents may also receive meals if they are present in the classroom during meal service, or on fieldtrips. USDA reimbursements to the school district will cover most of the cost for the children's meals. Teachers and classroom staff are encouraged to eat with the students in as close as possible to a family-style environment. The costs for classroom staff and parent meals are considered a part of the overall operational expenditures and help to ensure we are achieving nutritional school readiness goals.

The other budget line item includes cost for classroom substitutes. We are mandated to staff classrooms with two paid adults at all times. When a member of the teaching team is absent, then a qualified substitute will be placed in that classroom to ensure all regulations are followed. Local travel is mileage that is reimbursable to staff for travel to program sites, which are the centers, main office and home visits. Although transportation services are provided by the Gadsden County School Board transportation department, Head Start will provide fuel for the one bus that transports only Head Start children. Gas will also be provided for the van that

transports food to centers in the community. Field trips for children and families are costs that are included in the other budget line item. Children and families will be provided numerous opportunities to participate in field trips in the county and in surrounding counties. Due to parents having to transport their children to and from the Quincy Area site, a transportation helper will be placed at the site to ensure the safety of the children and staff upon arrival and departure to school.

Utilities/Telephone	\$8,158
Child Consultant	\$6,700
Printing/Ads	\$10,728
Gas/Diesel	\$3,625
Custodial Services/Maintenance	\$1,000
Membership	\$4,286
Local Travel	\$13,800
Food Costs/Nutrition Services	\$18,684
Substitutes/Temporary Help	\$35,600
Field Trips	\$11,697
Parent Services/Policy/Male Involvement	\$14,250
Total for Other	\$128,528

I. Indirect Cost: \$75,002

Gadsden County School Board has a state approved Indirect Cost Rate of 3.91%. This rate is valid for the period of July 1, 2020 thru June 30, 2021. The rate covers the cost of the following annual audit, accounting, human resources, information technology and administrative functions. Common cost, such as communication (telephone, internet, and cell phone) and clerical for the administration building are all a part of indirect costs.

Cost:	<u>Head Start</u>
Indirect Cost	\$75,002

Total All Charges (Program Operation)	\$2,324,603
Total (Training and Technical Assistance)	\$26,542
Grand Total Funding	\$2,351,145

Gadsden County School Board



"Putting Children First"

2021 - 2022



Head Start/Pre-K Program Improvement Plan

Head Start/Pre-k Program Improvement Plan 2021-2022

Children's Services (Child Health, Safety and Nutrition)

Strengths:

- Gadsden County uses a computer-based system (ChildPlus) to monitor and track the provision of health services.
- Gadsden County ensures that all children participate in the required amount of developmentally- appropriate physical/gross motor activity daily.
- Gadsden County established and maintained partnerships with several medical and dental providers to provide access to services during COVID-19 closures
- Gadsden County ensured that 96% of student physicals were complete

- Gadsden County ensures that all sites' center-based facilities and equipment comply with state and local licensing requirements, including health and safety compliance issues.
- Gadsden County has systems in place to ensure that the children are only released to designated escorts.
- Gadsden County has procedures in place to ensure that the center environment is free of toxins. All staff are trained yearly regarding the storage of toxins. Pesticide treatments and grease trap cleanings are scheduled when children are not present.
- Gadsden County provides physical environments that reflect various stages of child development (developmentally appropriate furniture and materials).
- Gadsden County has a defined system to ensure that all indoor and outdoor locations are cleaned regularly.

Areas Needing Improvement

- Gadsden County will work to ensure that all children receive the appropriate health, cognitive and social-emotional screenings within the required forty-five calendar days.
- Implement the Health History form into the intake process.
- Gadsden County will ensure children's medical records are up-to-date.
- Enter the Health History data into ChildPlus in a timely manner.
- Follow-up with families to obtain Individual Health Care Plans.
- Gadsden County staff works with the families of children with known or suspected health, dental or developmental problems to ensure that there is appropriate follow-up.
- Gadsden County will contract with a licensed Health consultant and Nutrition consultant for the provision of services for families, children, and staff

- Gadsden County will provide more education on preventative medical and oral health. Gadsden County will conduct bi-monthly Health & Safety inspections to ensure that all facilities and equipment are safe and in working order, in compliance with the health, safety and developmental needs of the children

Areas Need Immediate Improvement:

- Finding a provider to partner with for hearing referrals

Persons Responsible:

Health Coordinator

Corrective Actions:

- Gadsden County will work to ensure that all children receive the appropriate health, cognitive and social-emotional screenings within the required forty-five calendar days.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Implement the Health History form into the intake process.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Educate parents on effective ways to manage challenging behaviors in the home and efficient collaboration with teachers to effectively induce healthy behaviors at school.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Ensure health information is obtained and up-to-date for all enrolled children through follow-ups and consistent communication with parents. Follow-up with families to obtain Individual Health Care Plans.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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Children's Services (Education/CLASS)

Strengths:

- The curriculum is used in conjunction with several assessment tools including the Early STAR Literacy Assessment, which is used as a progress monitoring tool.
- Gadsden County's exceptional student education department and GADSDEN COUNTY HEAD START staff work together to conduct home/center visits to share information and seek input from parents about the program and children's cognitive and social-emotional development.
- Services for students with disabilities are provided by the Gadsden County School District
- Seventy-nine percent of Head Start teachers have met requirements for state educator certification
- Bilingual staff available to assist with communication barriers with families whose native language is not English
- Education component area began utilizing ChildPlus for data entry and monitoring of Head Start requirements
- Gadsden County Head Start Program has CLASS Observers that conduct bi-annual observations of teachers in preschool classrooms (3-5 years old) in the areas of Emotional Support; Classroom Organization & Instructional Support.
- Gadsden County Head Start Program has a certified CLASS trainer on staff
- All members of the education team are CLASS certified observers
- CLASS observations were completed bi-annually on 95% of the classrooms despite COVID-19
- CLASS data was monitored utilizing ChildPlus

Areas Needing Improvement:

- The data will be aggregated and analyzed after each checkpoint on various levels.
- All Early Childhood Education staff will be trained on the use and implementation of the Benchmark Ready to Advance Curriculum.
- Ensure educational requirements are completed at a rate of 85% or higher.
- Gadsden County will decrease the number of classes scoring below a 3.00 in the Instructional Support Domain
- Gadsden County will utilize Training and Technical Assistance as a resource for improving overall scores in the Instructional Support Domain

Areas Needing Immediate Improvement:

- Improving CLASS Scores
- Improving student performance in phonological awareness

Persons Responsible:

Education Team (Resource Teachers) (Program Specialist)

Education Coordinator

Disabilities Coordinator

Director

Corrective Actions:

- All Early Childhood Education staff will be trained on the use and implementation of the Benchmark Ready to Advance Curriculum.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Ensure educational requirements are completed at a rate of 85% or higher.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Gadsden County will decrease the number of classes scoring below a 3.00 in the Instructional Support Domain

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Provide individualized teacher training based on the results of CLASS observations, and data from BCA and VPK assessments

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Train staff on the use of appropriate teaching strategies for children with special needs

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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Children's Services (Disability and Mental Health Services)

Strengths:

- Gadsden County ensures that the learning environment supports the needs of all children and provides ways for all children to participate in all program activities, including children with special needs.
- Services provided for children with special needs are aligned with the goals as written in the IEP. All services are coordinated with the Service Area Disabilities/Mental Health Coordinator, Health & Safety, and the service providers, along with input from others (i.e., the parent, Educational Director, Mental Health Coordinator). Teachers use the IEP goals as part of their individual plans for these children.
- Gadsden County ensures that at least 10% of its total funded enrollment is filled by children eligible for services under IDEA.
- Gadsden County ensures that all children receive the appropriate health, cognitive and social-emotional screenings within the required forty-five calendar days.
- Gadsden County uses a computer-based system (ChildPlus) to monitor and track the provision of health services.
- Gadsden County contracts with a licensed Health consultant, Mental Health consultant and Nutrition consultant for the provision of services for families, children, and staff.
- All consultants have a defined monthly schedule and remain flexible in case situations arise that require extra visits or a change in schedule. They are available to observe children on site and meet with families or staff members.
- The Mental Health consultant assists with the timely and effective identification and intervention of children with possible mental health concerns. This is done in conjunction with information from a multi-disciplinary team.

Areas Needing Improvement:

- Create and utilize an effective internal referral and review system
- Establish and utilize a multi-disciplinary team
- Improve communication with mental health consultant to ensure that performance standards are met in a timely manner
- Establish and utilize a multidisciplinary team for mental health/behavioral concerns

Areas Needing Immediate Improvement:

- Establishing the multidisciplinary team to serve as a response-to-intervention for students exhibiting language, cognitive, social/emotional, and behavioral concerns until eligibility for services under IDEA has been established

Persons Responsible:

Disabilities/Mental Health Coordinator
Family Service Coordinator
Education Team
Education Coordinator
Health Coordinator
Director

Time Line:

- Create and utilize an effective internal referral and review system

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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Time Line:

- Establish and utilize a multi-disciplinary team

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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Time Line:

- Improve communication with mental health consultant to ensure that performance standards are met in a timely manner

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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Family and Community Engagement (ERSEA, Family Engagement, and Community Engagement)

Strengths:

- Gadsden County Head Start staff educate parents during registration on the Head Start Program standards and requirements to prepare them for a partner relationship (Family Partnership Agreement).
- During COVID-19 80% of referrals were completed.
- Implemented Online Application
- Updated Head Start / Pre-K section on the Schools District webpage
- All sites maintained an average daily attendance of 85% or above during COVID-19
- Overall program maintained an average daily attendance of 90% during COVID-19
- Maintained an average of 96% funded enrollment during COVID-19
- Translators provided for all ELL families during the enrollment process
- Program enrollment included at least 10% of children with disabilities during COVID-19

Areas Needing Improvement:

- To provide parents with a comprehensive orientation of all services.
- Follow-up with families each month regarding immediate needs and established family goals.
- Establish goals that are obtainable within the program year to provide reportable outcomes.
- Assessment data aggregation and analysis:
- Monitoring the program to ensure compliance in ERSEA

Areas Needing Immediate Improvement:

- Provide consistent, solution-driven services to families
- Ongoing participation in community events
- Seek every opportunity to participate in community platforms and organizations to enhance networking opportunities

Persons Responsible:

Family Services
Family Service Coordinator
Parent Involvement Coordinator
Director

- To provide parents with a comprehensive orientation of all services

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Follow-up with families each month regarding immediate needs and established family goals

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Establish goals that are obtainable within the program year to provide reportable outcomes.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Family Service Team participate in Community Events.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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Program Design and Management (Financial Management, Planning and Operation, Governance and Human Resources)

Strengths:

- Gadsden County has a well-functioning and effective management system of operation.
- The three branches of management (Governing Board, Policy Council and Management) have a strong and positive relationship.
- Gadsden County governance structure meets the criteria detailed in the HSPPS.
- The composition of the Gadsden County Board includes: one licensed attorney, four early childhood educators, one accountant, three parent alumni and one current parent.
- Gadsden County has an effective system for reporting program operations and financial status to the Board and Policy Council.
- Gadsden County has established effective oversight from the Policy Council and the Governing Board.
- Gadsden County provides ongoing training for the Policy Council and Governing Board.

- Gadsden Policy Council meets monthly or as needed, except for the summer months.
- Gadsden County has a strong internal control system.
- Gadsden County has strong financial transparency and fiscal oversight from the PC and GB, including monthly submission of quarterly fiscal reports (statement of Revenue and Expenses; Variance report; CACFP report; aging report; credit card, etc.).
- Gadsden County offers a comprehensive fringe benefits package to attract qualified applicants for employment.
- Fiscal team collaborates closely with the auditor during audits.

Areas Needing Improvement:

- Gadsden County will strengthen its use of data collection to plan and make informed decisions across the program.
- Review self-assessment data and program goals quarterly:
- Revise parent's annual survey to evaluate the program's performance:
- Review all staff credentials to ensure they have at least the minimum qualifications for their position
- Use of data in presenting financial reports and incorporating of graphics for reliability ease and disaggregation
- Revision of Financial Manual
- Ongoing Staff Training

Areas Needing Immediate Improvement:

- Analyzing and utilizing data to support program goals, classrooms, and families
- Provide training for staff on Fiscal Management system (Skyward)
- Training for key management staff on roles and responsibilities

Persons Responsible

Director

Corrective Actions:

- Gadsden County will strengthen its use of data collection to plan and make informed decisions across the program.

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Review self-assessment data and program goals quarterly

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2020	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Revise parent's annual survey to evaluate the program's performance

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Training for staff on Fiscal Management system (Skyward)

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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- Revision of Financial Manual

Time Line:

Dec. 2021	Jan. 2022	Feb. 2022	Mar. 2022	Apr. 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022
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GADSDEN COUNTY SCHOOL DISTRICT'S HEAD START/PREKINDERGARTEN PROGRAM



School Readiness Plan 2021-2022

MISSION AND GOAL OF THE GADSDEN COUNTY SCHOOL DISTRICTS

HEAD START /PREKINDERGARTEN PROGRAM:

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

As educators, our goal is to support and assist parents 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.

SCHOOL READINESS:

School Readiness is a term that can be broadly defined as the knowledge, skills and experience that a child possesses upon entering school, which form the foundation for successful and meaningful learning experiences. As the definition implies, there are many factors, which determine a child's readiness for school. A child's environment, family, culture, and individual experience play an important role.

As educators, we know that each child goes through the same developmental sequences, but the rate and way he/she develops is unique. Each child comes to school with individual experiences that affect his/her acquisition of skills. It is important that we look at each child to ensure that we offer an environment where all areas of growth and development are promoted.

The Gadsden County School District's Head Start / Prekindergarten Program has chosen to adopt the following five development domains on which to base its school readiness plan:

Physical Development

Approaches to Learning

Social and Emotional Development

Language, Communication, and Emergent Literacy

Cognitive Development and General Knowledge

THE IMPORTANCE OF SCHOOL READINESS:

Brain research indicates that young children are born ready to learn. The ages from birth to five are critical years in a young child's development. During these years, early childhood programs have the opportunity to play a vital role in children's lives. It is our task to make sure that children are given the opportunities necessary to be successful learners. In order to encourage positive results, a multi-dimensional approach that helps children reach developmental milestones must be implemented. This along with a rich learning environment, positive experiences and early intervention, should help to enhance a child's development thus making them ready to learn.

SCHOOL READINESS GOALS:

These are age-appropriate goals for readiness. The Gadsden County School District's Head Start Program understands that because children develop at varying rates, not all children can be expected to achieve all of these goals by kindergarten entry.

Physical Wellbeing and Motor Development:

- Children will perform locomotor and non-locomotor skills.

- Children will demonstrate an increasing ability to use hands and fingers to perform tasks.

- Children will engage independently in a number of self-help skills.

- Children will begin to independently make choices that promote a healthy lifestyle.

Approached; to Learning:

- Children will show eagerness and curiosity as a learner.

- Children will focus attention on a task over a period of time.

- Children will choose both new and familiar classroom activities.

Social and Emotional Development

- Children will show an understanding of social skills essential to interacting with others.

- Children will demonstrate the ability to understand and follow rules.

- Children will show an increasing ability to self-regulate by expressing feelings, needs and desires in an appropriate way:

- Children will demonstrate an age appropriate ability to manage transitions and adapt to change.

Language and Literacy

Children will display the ability to use grammar with an increasingly complex vocabulary.

Children will demonstrate an increasing knowledge of letters, sounds, and phonological awareness.

Children will demonstrate age-appropriate uses of shapes, symbols, letters and words to convey meaning.

Children will show an increasing interest in and knowledge about books and reading.

Children will show progress in listening to, understanding and speaking English (for non-English speaking students).

Cognitive and General Knowledge

Children will demonstrate an understanding of mathematics by recognizing numerals, rote counting, counting objects and solving mathematical problems.

Children will distinguish between similarities and differences and classify using a specific criterion.

Children will exhibit curiosity about the world by asking questions, making predictions and using tools and instruments to gather information.

Children will show an understanding of positional words physically and verbally.

SCHOOL READINESS OBJECTIVES:

Gadsden County School District's Head Start / Prekindergarten Program will continue to prepare children for a successful school experience by:

- Maintaining classrooms that promote social skills, education, guidance and independent daily living skills
 - Each child will reach the developmental stage of the Social-Emotional Development domain of the Benchmark Comprehension Assessment (BCA) by the end of the school year

- Maintaining classrooms that promotes independent daily living skills
 - Each child will make at least a year's gain in the Self-Help domain of the BCA assessment by the end of the school year

- Maintaining classrooms that support how children learn
 - Ongoing Monitoring Checklists will be completed during weekly classroom visits
 - Classroom Environment Checklists will be completed 2 times per year
 - CLASS observations will be completed quarterly with each classroom achieving 6 or above in the Emotion Support Domain

- Maintaining classrooms that promote physical development
 - Each child will make at least a year's gain on the Gross and Fine motor domains of the BCA assessment by the end of the school year

- Maintaining a safe classrooms environment that encourages active exploration that promotes Perception, motor and physical development
 - Each child will engage in regular, moderate-to-vigorous physical activities planned and observed by teacher
 - Each child will interact in physical development activities (gross and fine motor skills) extended as key concepts across the curriculum

- Maintaining classrooms that support literacy and language development
 - Each child **will** reach the developed stage in Oral Language, Phonological Awareness, Alphabet Knowledge, and Mathematics domains of the Benchmark Comprehension assessment by the end of the year
 - Each DLL will show progress in English acquisition
 - Each 4-year old child will show progress in each section of the VPK assessment by the end of the school year
 - Each classroom will score an average of 2.9 in level Instructional Support Domain of the CLASS observation

DATA COLLECTION PLAN:

Alignment with Head Start Child Development and Early Learning Framework
Florida Early Learning and Development Standards aligned with OHS Standards
BC Assessment aligned with OHS Standards
Curriculum objectives aligned with Framework weekly and codes included in lesson plans
Plans for written alignment of curriculum and standards

Transition

Transition Partners' Meetings (January - June)
Quarterly Interagency Transition Meetings
Collaboration with Early Head Start and Early Steps
IEP meetings for children transitioning from Pre-K ESE to Head Start
Home Visits*
Transition Bags*

Physical Environment

Environment Checklist (quarterly)
Health and Safety Check (quarterly)
Ongoing Monitoring Checklist (weekly)
Playground Checks (daily)

Learning Environment

Lesson Plan objectives aligned with Head Start Framework
Florida School Readiness Standards aligned with Head Start Framework
Ongoing Monitoring Checklists (weekly)
CLASS Observations and training (quarterly/annually)

Individualization

Developmental Screening (Early Screening Profile)*
Parent Observation Checklist
Ongoing Assessment BCA
Individual Student Assessment
Florida Voluntary Pre-kindergarten Assessment
Individualized Education Plan (IEP)
Portfolios
Child Assessment Report/Individual Learning Plan *

Health

Hearing and Vision Screenings
Dental Screening and Exams
Height and Weight (2 times per year)
Up-to-date Immunizations
Yearly Physicals
Special Diet Plans
Special Health Plans
School Health Clinics
Daily Outside Activities

Mental Health

Contracted Consultant
Monthly Staff Newsletters
Quarterly Parent Newsletters
Conscious Discipline Social Skills Curriculum
Early Learning Coalition Consultant

Nutrition

Meals (Breakfast and Lunch)
Healthy Snacks
Classroom Nutrition Activities
Monthly Health and Nutrition Newsletters
Monthly USDA Reports to Policy Council and Board

Staff Development

Individual Professional Development Plans
Program Training Plan
School District Inservice Days
Individual Staff Training
Grade Group Meetings
Mentor Teachers
Online Course Offerings (PAEC, DCF, DOE, FLDRS)
Professional Development Articles and Information
State and Regional Training Opportunities

Family Engagement

A HEAD START ON PARENTING-A Training Guide for Parents*
Policy Council Meetings
Parent Orientation *
Annual Parent Training *
Center Committee Meetings
Male Involvement Activities
Monthly Parent Activity Calendars*
Monthly "Getting Ready for Kindergarten" Transition Guides*
Ready to Advance Pre-K Parent Letters*
Parent Transition Training*
Literacy Bags*
Transition Bags (Including Parent Pamphlets, School Supplies, Book)*
Parent/Staff Home Visits
Parent Conferences*
Field Trip Volunteers
Classroom Volunteers

Program Governance

Education Consultant available to Board / Policy Council and Program Staff
Policy Council and Board Training on roles and responsibilities
Review and approve Self-Assessment Process
Review and approve Program Improvement Plan
Receive monthly Program Information Summaries
Review and approve Refunding Application
Review and approve Waivers

Fiscal

Education Budget (Classroom supplies, field trips, etc.)
Staff Training and Consulting
State Funded Voluntary Prekindergarten Program (VPK)

*Translators are available for parents and children. Information is available in English and Spanish.

SUMMARY:

The goal of the Gadsden County District's Head Start / Prekindergarten Program is to have all children who leave our program ready for the next level of school. Providing children with a caring and developmentally appropriate classroom experience is very important, but there are other factors that are also considered. We know that children are products of their environment so we are mindful of the important role parents play in determining their children's readiness for school. Every component in our program works toward providing support for our families. From providing information on health, mental health and nutrition; encouraging classroom participation; providing training; securing needed community resources; to helping the parents meet their educational goals, we strive to assist as much as possible. We realize that it takes commitment and teamwork by the stakeholders, program staff, parents, and communities to make sure all children leave our Head Start Program ready to learn.



GADSDEN COUNTY SCHOOL DISTRICT HEAD START/PREKINDERGARTEN PROGRAM

Valencia R. Denson, Director

35 Martin Luther King Jr. Blvd.

Quincy, FL 32351

TEL: (850) 627-3861/Fax: (850) 875-8790

August 06, 2021

Head Start Transportation Waiver Request

Cleverex Systems

1891 Robert Fulton Drive

Suite 500

Reston, VA 20191

Dear Sir/Madam:

The Gadsden County Head Start Program currently has a total enrollment of 227 children, 227 federally funded and 51 additional children, funded through the state's Voluntary Prekindergarten Program. Of the 278 children, approximately 192 of them ride to school on the county's school buses. We are requesting a waiver, for the 2021-2022 program year, as to the transportation regulation requirement that each bus have at least 1 bus monitor; 45 CFR Part 1310.15©. The Gadsden School Board, which serves as our Grantee, provides free transportation to our Head Start children. We are continuing to work with the school board's transportation department to comply with the transportation regulations. All buses are equipped with child safety restraints for our children, but at this time, we do not have funds to supply a bus monitor for each bus. After reviewing the applications of children accepted into the program, it appears over 54 buses will be providing transportation for our Head Start children. Although we have been able to hire some monitors, we are nowhere near the number needed for 54 buses.

We are requesting this waiver to allow us time to continue working with the Gadsden County School Board to help ensure our children are transported to school. It is still our future goals to designate buses for only Head Start children. Until this goal has been accomplished, we are asking you to grant us this waiver.

If this waiver is not granted, the only transportation option at this time would be to discontinue transporting our children for future programs years. Parents would therefore, be responsible for providing transportation for their children to and from school. Transportation has been and still is a major problem in Gadsden County. If parents had to transport their children, this would place a hardship on both the Head Start Program and the families that we serve.

Your prompt consideration of this waiver request will be greatly appreciated. If you have any additional questions, please contact me at (850) 627-3861.

Sincerely,

Valencia R. Denson
Head Start Director

2020-2021 Policy Council Officers

Kenyatta Lloyd
Chairperson

Latoria Riggins
Co-Chairperson

Iresha E. Jackson
Secretary