

The District School Board of Taylor County  
**Agenda**  
Regular School Board Meeting and Executive Session  
Tuesday, August 4, 2015  
6:00 p.m.  
Administrative Complex, School Board Meeting Room, 318 North Clark Street, Perry FL

**2 – Opening Meeting Items**

**2.01 – Roll Call**

**2.02 – Prayer and Pledge**

**2.03 – Adoption of the Agenda**

**2.04 – Approval of Minutes**

*Action Item*

- 1.) Tuesday, July 21, 2015, Legal Meeting, Regular School Board Meeting, Public Hearing and Executive Session.

**3 – Items of Interest by the Public**

**3.01- Items of Concern Presented by the Public**

*Discussion of Taylor County School District personnel and/or students is not allowed in the open forum of the School Board meeting.*

**6 – Grants**

**6.02 – Approval of Grant Amendment**

*Consent Agenda Item*

- 1.) Race to the Top Centers of Excellence in Elementary Teacher Preparation, Amendment 15, \$483,407.00

## **8 – Agreements/Contracts**

### **8.01 – Approval of Agreements/Contracts**

#### *Consent Agenda Item*

- 1.) Agreement between Taylor County Head Start Program and the Florida State University Multidisciplinary Center, is for the purpose of securing counseling services.
- 2.) Contract agreement with PAEC for Consultative Services to calculate the Value Added Model score for each teacher based on FLDOE and/or district data.
- 3.) Early Learning Coalition of the Big Bend Region, Inc. agreement for services for Taylor County School Board for the 2015-2016 school year.

## **9 – Requests**

### **9.03 – Student Transfer Requests**

#### *Consent Agenda Item*

- 1.) Student Transfer Request from Dixie County to Taylor County for the 2015-2016 school year, Gracey Corbin.

## **12 – Personnel**

### **12.01 – Personnel Recommendations**

#### *Action Item*

- 1.) Personnel Recommendation

### **12.02 – Substitute Listing**

#### *Consent Agenda Item*

- 1.) Substitute Listing # 1

## **18 – Acknowledgement of Items**

### **18.01 – Acknowledgement of Items**

#### *Consent Agenda Item*

- 1.) Acknowledge the Head Start Policy Council Meeting Packet for July 16, 2015.

## **25 – Miscellaneous Items**

### **25.01 – Miscellaneous Items**

#### *Consent Agenda Item*

- 1.) Approval of the Taylor County Head Start Program Organizational Structure and Organizational Chart.

**30 – Items of Interest by the Superintendent and Board**  
**30.01 – Items of Interest by Superintendent and Board**

**40 – Adjournment**  
**40.01 - Adjournment Time**

**42 – Executive Session**  
**42.01 – Executive Session**

**44 – Adjournment after Executive Session**  
**44.01 – Adjournment Time**

**MINUTES**  
**THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY**  
**LEGAL MEETING, REGULAR SCHOOL BOARD MEETING AND EXECUTIVE SESSION**  
**TUESDAY, July 21, 2015**

**0 – Legal/Special Meeting**

**0.00 – Legal Meeting**

The Legal Meeting began at 5:30 p.m. The Legal Meeting was closed to the public.

**0.01 Legal Meeting Roll Call**

All School Board members with the exception of Danny Lundy and Kenneth Dennis were in attendance. Superintendent Dyal, Attorney Ball and a court reporter were present.

**0.04 – Legal Meeting Adjournment**

The Legal Meeting adjourned at 5:50 p.m.

**2 – Opening Meeting Items**

**2.01 – Roll Call**

The Regular Meeting began at 6:00 p.m.

All School Board Members were present with the exception of Danny Lundy. Kenneth Dennis was called in and arrived late. Superintendent Dyal and Attorney Ball were also present.

**2.02 – Prayer and Pledge**

The Pledge of Allegiance was recited with a prayer given by Darrell Whiddon.

**2.03 – Adoption of the Agenda**

Prior to adopting the agenda, Chairman Carlton added the following item:

- 1.) 2.06 (1) Presentation- from Matt Parker, Engineer, on the ceramic block issue at Taylor County High School.

After changes, upon motion by Darrell Whiddon, seconded by Danny Glover, the board adopted the agenda.

Upon adoption of the agenda all consent agenda items were approved. Consent Agenda Items included: #4.01, #4.02, #6.01, #6.02, #7.01, #7.02, #8.01, #9.01, #9.03 and #18.01.

## **2.04 – Approval of Minutes**

### Approved Action Items

- 1.) Tuesday, June 16, 2015, Workshop, Regular School Board Meeting and Executive Session. Upon motion by Danny Glover, seconded by Kenneth Dennis, the Board approved the minutes. Darrell Whiddon abstained.
- 2.) Tuesday, June 30, 2015 Emergency Board Meeting. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved the minutes. Kenneth Dennis abstained.

## **2.05 – Recognition**

- 1.) Superintendent Dyal, Chris Olson, Coordinator of Employee Benefits, along with the Board Members recognized the 2014-2015 retiree, Connie Hudson. Connie retired in July of 2014.

## **2.06 – Presentations**

- 1.) Matt Parker, Engineer from Parker Engineering gave a presentation to update the Board on the ceramic block issue at the Taylor County High School. A copy of the full report can be found in the supplemental minutes file for this Board Meeting.

Over July 3<sup>rd</sup>-11<sup>th</sup> Parker Consulting Services, Inc. (PCS) completed a visual inspection and an instrument evaluation of the block veneer of building “A” at the Taylor County High School. The inspection and testing work was precipitated by the block veneer failure on the northwest corner of the building.

It was determined that the majority of the building does have the masonry reinforcing; however, it is missing in all corners along the transition between the first and second floor and at intermittent locations along the building. The missing reinforcement in the corners is critical and will require remedial effort to secure the structure to avoid another failure. These flaws are built in and are the result of poor workmanship and/or inadequate oversight.

### Repairs:

These are that need to be completed as soon as possible.

- Rebuild the failed corner with wall reinforcement in every other course that is attached to the structure.
- Secure the loose blocks above the two lintels on the east wall and the two cracked blocks on the west side of the building.
- Install vertical bracing to the blocks on the three other corners of building "A".
- Drill drainage holes and install weep cord in the lowest course of block veneer.
- Install gutters.
- Caulk the joint cracks in the block veneer.
- Reinstall the loose block on the top course of the block on the west face near the front of the building.
- Remove and replace the block veneer on the eroded flying buttress columns.

Brenda Carlton asked about the time frame, if it could be done before school. Dan said they are starting repairs and things should be done by next week if the contractor sticks to his schedule. The corner repairs and weep holes will extend into the year, most likely a 4 to 6 weeks to get that completed. The entrance to the gym can be done next week. Superintendent Dyal asked what the cost estimate is. Matt Parker estimated \$25,000 to \$30,000 for all repairs required.

Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved to accept the report and continue with the recommendation by Parker Engineering.

### **3 – Items of Interest by the Public**

#### **3.01- Items of Concern Presented by the Public**

*Discussion of Taylor County School District personnel and/or students is not allowed in the open forum of the School Board meeting.*

On behalf of the Nursing Instructors, Jodi Tillman, Assistant Director at Taylor Technical Institute, presented the Board with a framed composite picture of the first graduating class from the new Nursing Program at TTI. Jodi also expressed their gratitude for all the work that was put forward to make this program a success. She also mentioned that we currently have 24 new students starting the program.

## 4 – Routine Financial Items

### 4.01 – Purchase Orders

#### Approved Consent Agenda Items

- 1.) Charon Sports Services to repair and replace rollers and cantilevers on the bleachers in the high school gym, \$13,757.00 off of a Pinellas County bid, Dan Anderson. Approved by phone on 8-25-15 by Board Members: Brenda Carlton, Darrell Whiddon and Danny Glover.
- 2.) Young's Striping to repair, re-coat and re-stripe the teacher parking lot at the high school, \$22,984.00 lowest price, Dan Anderson. Approved by phone on 8-25-15 by Board Members: Brenda Carlton, Darrell Whiddon and Danny Glover.
- 3.) Brooks Air, a sole source provider to install HVAC in offices of the main hall at TCMS, \$14,000.00, Dan Anderson. Approved by phone on 8-25-15 by Board Members: Brenda Carlton, Darrell Whiddon and Danny Glover.
- 4.) Konica Minolta, annual Bizhub copier contract for Pre-K, \$860.28, Cheryl Brantley
- 5.) Mobile Modular Rents, lease agreement for 2 portable classrooms, \$40,450.00, Dan Anderson, phone approval received on 6-22-15 from Board Members, Brenda Carlton, Danny Lundy and Danny Glover.
- 6.) Konica Minolta, annual Bizhub copier contrive for Taylor County Elementary School, \$14,595.84, Charles Finley.
- 7.) Konica Minolta, annual copier lease for the Transportation Department, \$129.11, Keith Johnson.
- 8.) Florida School Boards Insurance Trust, Property Casualty & Ancillary Insurance for July 1, 2015 through June 30, 2016, \$498,792.00, Superintendent, Paul Dyal.
- 9.) Tristate-Graphics, 2015-2016 parent guides, \$8,502.63 includes design, print and delivery, Sharon Hathcock.
- 10.) Oncourse Systems for Education, 2015-2016 lesson planner and curriculum builder services, \$13,560.00, Sharon Hathcock.
- 11.) Literacy Solutions, 2015-2016 online professional development courses and services, \$4,950.00, Sharon Hathcock.
- 12.) Renaissance Learning, 2015-2016 online Accelerated Reader and STAR services, \$19,445.80, Sharon Hathcock.
- 13.) Write Score, 2015-2016 K-10 writing assessment and scoring services, \$28,268.60, Sharon Hathcock.
- 14.) Certiport, 2015-2016 K-10 CTE curriculum and industry services, \$6,850.00, Sharon Hathcock.
- 15.) SSDCC (Small District Council Consortium), annual membership fee for 2015-2016 school year, \$2,850.00, Superintendent, Paul Dyal.
- 16.) Edmentum Credit Recovery Services for the 2015-2016 school year, \$27,300.00, Sharon Hathcock.
- 17.) Discovery Education Assessment Services for the 2015-2016 school year, \$20,016.00, Sharon Hathcock.

- 18.) Edmentum, Reading Eggs and Ed City Services for the 2015-2016 school year, \$9,408.00, Sharon Hathcock.
- 19.) Embry-Riddle Aeronautical University, course curriculum services for the 2015-2016 school year, \$2,480.00, Sharon Hathcock.
- 20.) Acaletics, Educational Development Associates Acaletics Services for the 2015-2016 school year, \$20,000.00, Sharon Hathcock.
- 21.) Science Consultancy, science support and consultancy for the 2015-2016 school year, \$10,000.00, Sharon Hathcock.
- 22.) Discovery Education Streaming Services for the 2015-2016 school year, \$14,940.00, Sharon Hathcock.
- 23.) Ethica, federal support and consultancy for the 2015-2016 school year and 10 days of Title I/Federal Program support, \$14,550.00, Sharon Hathcock.
- 24.) Kagan Professional Development, 3 Day Cooperative Learning for TCMS, TCHS, TTI, PPS, TCES and Steinhatchee School, \$25,542.00, Sharon Hathcock.
- 25.) PD360 Edivate online training services for 2015-2016 school year, \$59,925.00, Sharon Hathcock.
- 26.) Failure Free Reading services for the 2015-2016 school year, \$14,700.00, Sharon Hathcock.
- 27.) WestEd, Taylor County School District APTT for 2015-2016 school year, \$25,000.00, Sharon Hathcock.
- 28.) Mohawk USA LLC., 1,500 laptop cases for 1:1 initiative, \$35,721.13, Ursual Brown.

#### **4.02 – Award of Bids**

##### Approved Consent Agenda Items

- 1.) Bid# 2016-01, Petroleum School Year 2015-2016, award bid to Petroleum Trader Corporation, this was the lowest bid.
- 2.) Bid# 2016-02, Pizza for School Year 2015-2016, award bid to Domino's, this was the only bid received.

## **5- Resolution/Proclamation**

### **5.01 – Resolution**

#### Approved Action Item

- 1.) Board Resolution for new school, to request special facilities funding for a three year timeline, we must re-submit our District School Board Resolution. This includes Final Phase III Plans Certified, the Not to Exceed Cost per Student Station Agreement and the Bid Advertisement Agreement. Upon Motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.



## **6 – Grants**

### **6.01 – Approval of Grant Applications**

Approved Consent Agenda Items

- 1.) Title II, Part A- Teacher and Principal Training and Recruiting Fund 2015-2016 LEA Application, Total Funds Requested: \$211,572.00.
- 2.) Title I, Part A, Basic Improving the Academic Achievement of the Disadvantaged, Total Funds Requested: \$997,230.00.

### **6.02 – Approval of Grant Amendments**

Approved Consent Agenda Items

- 1.) Title II Amendment 3, Title II Teacher and Principal Training and Recruiting, \$212,657.58.
- 2.) Title I Amendments 2 and 5, Title I Part A Basic, \$946,233.64.
- 3.) Race to the Top- LEA Formula Sub grants Amendment 14, \$483,407.00

## **7 – Programs/Plan**

### **7.01 – Approval of Programs**

Approved Consent Agenda Items

- 1.) Approval of student's extended day for the Cosmetology Program TTI, 2015-2016 school year.
- 2.) Judy Johnson is requesting to extend Anthony Philmon, Tim Brown and Guy Gibson's hours by one (1) hour each day when requested to meet the needs of our business partner. This extra hour will be to provide Welding and Millwright training for GP employees. There will be no cost to the district for these hours, Georgia Pacific Cellulose will be responsible for payment.

### **7.02 – Approval of Plans**

Approved Consent Agenda Item

- 1.) The District's response and action plan for how we will correct deficiencies noted in the Auditor General's audit report. Cross reference agenda item 18.01 (#3) for the FTE/Transportation Audit Report.

## **8 – Agreements/Contracts**

### **8.01 – Approval of Agreements/Contracts**

#### Approved Consent Agenda Items

- 1.) PAEC Agreement- Gateway Educational Computing Consultants Project Resolution and Contract for District Participation.
- 2.) Agreement between Taylor County School Board and the Madison County School Board for Participation in Multi-District Program for the Visually Impaired for the 2014-2015 school year.
- 3.) Contractual Agreement between Taylor County School Board and Madison County School Board on behalf of North Florida Career Pathways Consortium for the 2015-2016 school year.
- 4.) Agreement between Taylor Technical Institute and Marshall Health and Rehabilitation Center which allows TTI to utilize the clinical facility of Marshall Health and Rehabilitation Center for fundamentals, geriatric and other areas of allied health careers.
- 5.) Agreement between Taylor Technical Institute and Doctors' Memorial Hospital which allows TTI to utilize the clinical facility of Doctors' Memorial Hospital for fundamentals, and other areas of allied health careers.
- 6.) Agreement between Taylor Technical Institute and Premier Medical Clinic which allows TTI to utilize the clinical facility of Premier Medical Clinic for fundamentals, and other areas of allied health careers.
- 7.) Agreement between Taylor Technical Institute and Premier Medical Pediatric Clinic which allows TTI to utilize the clinical facility of Premier Medical Pediatric Clinic for fundamentals, pediatrics and other areas of allied health careers.
- 8.) Agreement between Taylor Technical Institute and Perry Spine Center/Dr. Dale French which allows TTI to utilize the clinical facility of Perry Spine Venter for fundamentals and other areas of allied health careers.
- 9.) Agreement between Taylor Technical Institute and Lafayette Healthcare Center which allows TTI to utilize the clinical facility of Lafayette Healthcare Center for fundamentals, geriatric and other areas of allied health careers.
- 10.) Lease agreement between the Taylor County School District and the Early Learning Coalition of the Big Bend Region, Inc., with the address of 319 North Clark Street, Perry, FL 32347.

## **9 - Requests**

### **9.01 – Request to Use School Bus**

#### Approved Consent Agenda Items

- 1.) Boys and Girls Club of Steinhatchee field trip to Wild Adventures in Valdosta, Georgia, July 24, 2015.
- 2.) Good Shepherd Child Development Center field trip to Yogi Bear Jellystone Park in Madison, FL, July 8, 2015.

### **9.03 – Student Transfer Request**

#### Approved Consent Agenda Items

- 1.) Student Transfer Request from Taylor County to Dixie County for the 2015-2016 school year, Ronald A. Bennett.
- 2.) Student Transfer Request from Taylor County to Dixie County for the 2015-2016 school year, Ervin Sapp.
- 3.) Student Transfer Request from Taylor County to Dixie County for the 2015-2016 school year, Evan Garrett Dodd, Stephen Kade Dodd and Robert Owen Dodd.
- 4.) Student Transfer Request from Madison County to Taylor County for the 2015-2016 school year, Samantha Morgan and Emily Morgan.
- 5.) Student Transfer Request from Taylor County to Dixie County for the 2015-2016 school year, Reece J. Kruggel and Riley W. Kruggel.

### **9.04 – Other Requests**

#### Approved Action Item

- 1.) Request from Annie Mae Murphy, Clerk of Court for the Board of County Commissioners for the School Board to appoint two (2) members to the VAB (Value Adjustment Board) and appoint one (1) citizen representative. Danny Lundy, Darrell Whiddon and Kenneth Dennis to serve on board. Sandy Chester to be appointed as citizen representative. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.

## 12 - Personnel

### 12.01 – Routine Personnel Recommendations

#### Approved Action Item

- 1.) Upon motion by Danny Glover, seconded by Kenneth Dennis, the personnel recommendations were approved as follows:

#### **RESIGNATIONS & RETIREMENTS:**

**Resignation: Denise Cottrell**, School crossing Guard, Position # 903179102, 2H/9M, Facilities & Maintenance, effective June 4, 2015.

**Resignation: Gary Cottrell**, School Crossing Guard, Position # 903179101m 2H/9M, Facilities & Maintenance, effective June 4, 2015.

**Resignation: Mary Christina Paul**, Occupational Therapist, Position # 903352210, 3.75H/10M, ESE Office, effective June 5, 2015.

**DROP Participation/Retirement: Clara King**, Secretary, Position # 900376602, 8H/11M, Food Service Department, will be terminating her DROP participation on July 31, 2015, in order to retire.

**DROP Participation/Retirement: Lola Geneva Riser**, Executive Secretary, Position # 900873301, 7.5H/12M, Head Start, will be terminating her DROP participation on July 31, 2015, in order to retire.

#### **LEAVES:**

**Leave: John Blanton**, Custodian, Position # 016179902, 8H/11M, Taylor County High School, is requesting **132 hours** Illness-in-the-line-of-duty, from June 8, 2015 thru June 30, 2015, due to injury to ribs, when he fell on waxed floor on June 8, 2015.

**Leave: Linda Fix**, Data Entry Operator, Position # 011151114, 4H/12M, Steinhatchee School, is requesting **12 hours**, Bereavement Leave from June 8, 2015 thru June 10, 2015, due to passing away of her mother.

**Leave: Monroe Morgan**, Mechanic, Position # 900478804, 8H/12M, Transportation Department, is requesting **59 hours** Personal (without pay) Leave, on May 27, 2015 (3 hours), June 5, 8, 9, 10, 12,15,16, 2015 (8 hours per day), due to illness.

**Leave: Shirley Thomas**, Food Service Worker, Position # 012176605, Food Service Department, is requesting **13 hours** Illness-in-the-line-of-duty, from January 8, 2015 thru January 9, 2015, due to injury to right middle finger.

**Leave: Jamie Chambers**, Food Service Worker, Position # 014176607, 3H/9M, is requesting **18 hours** Personal (without pay) Leave, from April 27, 2015 thru May 6, 2015.

**Leave: Tanner Jones**, PE Teacher, Position # 016151137, 7.5H/10M, Taylor County High School, is requesting **8 hours** Temporary Duty Elsewhere on July 18, 2015, to attend 7 V 7 in Thomasville, Georgia.

**Leave: Joel “Doug” Cain**, PE Teacher, Position # 016151149, 7.5H/10M, Taylor County High School, is requesting **7.5 hours** Temporary Duty Elsewhere on July 18, 2015, to attend 7 V 7 in Thomasville, Georgia.

**Leave: Toney Powell**, Math Teacher, Position # 012151114, 7.5H/10M, Taylor County Middle School, is requesting **7.5 hours** Temporary Duty Elsewhere on July 18, 2015, to attend 7 V 7 in Thomasville, Georgia.

**Leave:**

**Lump Sum Sick Leave: Judy Neal**, Teacher, Position # 003251120, 7.5H/10M, Taylor County Middle School, is requesting Terminal Sick Leave Pay for **12.59 days @ 100%** for working from August 8, 1986 thru June 5, 2015.

**Lump Sum Sick Leave: Christina Moody**, Guidance Counselor, Position # 013161103, 7.5H/12M, Taylor Technical Institute, is requesting Terminal Sick Leave Pay for **16.20 days @ 100%** for working from August 18, 1986 thru May 31, 2015.

**Lump Sum Sick Leave: Christina Paul**, Occupational Therapist, Position # 903352210, 3.75H/10M, ESE Department, is requesting Terminal Sick Leave Pay for **28.27 days @ 100%** for working from August 4, 1999 thru June 5, 2015.

**Lump Sum Sick Leave: Susan Dall**, VE Teacher, Position # 014152216, 7.5H/10M, Perry Primary School, is requesting Terminal Sick Leave Pay for **45.12 days @ 100%** for working from August 18, 1992 thru May 31, 2015.

**Lump Sum Sick Leave: Carol Pickron**, Teacher, Position # 014151140, 7.5H/10M, Perry Primary School, is requesting Terminal Sick Leave Pay for **38.77 days @ 100%** for working from August 3, 2000 thru June 5, 2015.

**Lump Sum Sick Leave: Willa Deen Patterson**, Bus Driver, Position # 901378682, 2H/9M, Transportation Department, is requesting Terminal Sick Leave Pay for **6 days @ 35%** for working from August 2, 2014 thru June 3, 2015.

**INSTRUCTIONAL AND NON-INSTRUCTIONAL APPOINTMENTS:**

**Instructional Appointment: Phyllis D. Bailey**, Speech/Language Pathologist, Position # 014152229, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Barbara Dulbs**, Elementary Education Teacher, Position # 014151202, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Brittany Poore**, Elementary Education Teacher, Position # 014151145, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Brandi Webb**, 6<sup>th</sup> Grade Teacher, Position # 003251113, 7.5H/10M, Taylor County Middle School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Lane Mallett**, VE Teacher, Position # 003152201, 7.5H/10M, Taylor County Middle School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Tracy Hill**, Elementary Education Teacher, Position # 9001251313, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Amanda M. Heller**, Elementary Education Teacher, Position # 003252204, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Mitzi McBride**, Elementary Education Teacher, Position # 014151117, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Atesa M. Lundy**, Elementary Education Teacher, Position # 900151301, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Summer Sadler**, Elementary Education Teacher, Position # 003251101, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Gretchen M. Smart-Hall**, VE Teacher, Position # 004152209, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Brenda B. Brown**, Elementary Education Teacher, Position # 014151103, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016

**Instructional Appointment: Rosalia Hill**, Elementary Education Teacher, Position # 014151147, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Kristine Ann Monroe**, Elementary Education Teacher, Position # 014151200, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Tronya Lynn Gunter**, Elementary Education Teacher, Position # 014151135, 7.5H/10M, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Tammy Flowers**, Elementary Education Teacher, Position # 014151152, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016

**Instructional Appointment: Lauren Busack**, Language Arts Teacher, Position # 012151132, 7.5H/10M, Taylor County Middle School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Benjamin Stuart Ely**, Social Studies Teacher, Position # 016151153, 7.5H/10M, Taylor County High School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Donna Sue Crawley**, Business/IT Instructor, Position # 013153301, 7.5H/10M, Taylor Technical Institute, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Juanita Clymer Ratliff**, Elementary Education Teacher, Position # 014151161, 7.5H/10M, Perry, Primary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Guy Gibson**, Industrial Education Teacher, Taylor Technical Institute, Part-time/Night-time Welding Instructor, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: James Tim Brown**, Industrial Education Teacher, Taylor Technical Institute, Part-time Night-time Welding Instructor, effective August 3, 2015 thru May 26, 2016.

**Non-Instructional Appointment: Tammy Demps**, Teacher Aide(Teacher), Position # 900851207, 7.5H/10M, Head Start , effective August 3, 2015 thru May 26, 2016.

**Non-Instructional Appointment: Jennifer Slaughter**, ESE Teacher Aide, Position # 003152202, 7H/9M, Taylor County Middle School, effective August 6, 2015 thru May 25, 2016.

**Non-Instructional Appointments: Vicki M. Bass**, Food Service Assistant II, 3H/9M, Food Service Department, effective August 7, 2015 thru May 25, 2016.

**Non-Instructional Appointment: Bertha Bryant**, Bus Driver, Position # 901378682, 2H/9M, Transportation Department, effective August 10, 2015 thru May 24, 2016.

**Non-Instructional Appointment: Don Sheffield**, MIS Computer Technician, 8H/12M, MIS Department, effective July 16, 2015 thru June 30, 2016.

**Summer School Instructional Appointment: Tracy Barnes**, Substitute Teacher for Summer School, 6.5H/24D, Taylor County High School, from June 8, 2015 thru July 16, 2015.

**Summer School Instructional Appointment: Jeff Johnson**, Summer School Teacher, 6.5H/24D, Steinhatchee School, effective June 8, 2015 thru July 17, 2015.

**Summer School Instructional Appointment: Deana White**, Summer School Teacher, 6.5H/24D, Taylor County Elementary School, effective June 8, 2015 thru July 17, 2015.

**Summer School Instructional Appointment: Jessica Farris**, Summer School Teacher, 6.5H/24SD, Taylor County Elementary School, effective June 8, 2015 thru July 17, 2015.

**Summer School Instructional Appointment: Kristy Blanchett**, Summer School Teacher, 6.5H/24D, Taylor County Elementary School, effective June 8, 2015 thru July 17, 2015.

**Summer School Instructional Appointment: Ruth V. Murphy**, Summer School Teacher, 6.5H/24D, Taylor County Elementary School, effective June 8, 2015 thru July 17, 2015.

**Summer School Non-Instructional Appointment: Joy Bailey**, Summer School Substitute Bus Driver, Transportation Department, effective June 18, 2015 thru July 16, 2015.

**Summer School Non-Instructional Appointment: Debbie Bowden**, Summer School Teacher Aide, 7H/24D, Taylor County Elementary School, effective June 7, 2015 thru July 16, 2015.

**Summer School Non-Instructional Appointment: Teva Harris**, Summer School Teacher Aide, 7H/24D, Taylor County Elementary School, effective June 8, 2015 thru July 16, 2015.

**Summer School Non-Instructional Appointment: Julie Hernandez**, Summer School Readiness Substitute, CDC Pre-K, effective June 22, 2015 thru July 17, 2015.

**Summer School Non-Instructional Appointment: April Davis**, Substitute Bus Driver, Transportation Department, effective June 8, 2015 thru July 16, 2015.

**Summer School Non-Instructional Appointment: Doris Neel**, Substitute Bus Driver, Transportation Department, effective June 15, 2015 thru July 16, 2015.

**Summer School Non-Instructional Appointment: Tina Powell**, Substitute Bus Driver, Transportation Department, effective June 8, 2015 thru July 16, 2015.

**Summer School Non-Instructional Appointment: Linda Faircloth**, Summer School Bus Driver, 4D/8H per week, Transportation Department effective July 6, 2015 thru July 23, 2015.

#### **TRANSFERS:**

**Transfer: Connie Gibson**, Adult Education Teacher, Position # 012154410, 7.5H/10M, Taylor Technical Institute, is requesting to transfer to VE/ESE Teacher, Position # 003151102. 7.5H/10M, Taylor County Middle School, effective August 3, 2015 thru May 26, 2016.

**Transfer: Kasey Roberts**, Teacher, Position # 003251117, 7.5H/10M, Taylor County Middle School, is requesting to transfer to Reading Coach, Position # 016151000, Taylor County High School, effective May 3, 2015 thru May 26, 2016.

**Transfer: Sonya Sadler**, Language Arts Teacher, Position # 016151118, 7.5H/10M, Taylor County High School, is requesting to transfer to Guidance Counselor, Position # 016161101, 7.5H/12M, Taylor County High School, effective July 1, 2015 thru June 30, 2016.

**Transfer: Audrey Peake**, ESE Specialist, Position # 014152217, 7.5H/10M, Perry Primary School, is requesting a transfer to VE Teacher, 7.5H/10M, Steinhatchee School, effective August 3, 2013 thru May 26, 2016.



**Transfer: Patricia Reams**, Elementary Education Teacher, Position # 014151135, 7.5H/10M, Perry Primary School, is requesting to transfer to Reading Coach, Position # 014151146, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016.

**Transfer: Kay Cantrell**, Elementary Education Teacher, Position # 014151110, 7.5H/10M, Perry Primary School, is requesting to transfer to Elementary Education Teacher, Position # 003251119, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Transfer: Skylar Mathis**, Personal Assistant, Position # 003152101, 7H/9M, Taylor County High School is requesting to transfer to Clinic Aide, Position # 012161104, 7H/9M, Taylor County Middle School, effective August 3, 2015 thru May 26, 2016.

**Transfer: William Carl Sadler**, Self-Care Aide, Position # 014152221, 7H/9M, Perry Primary School, is requesting to transfer to Teacher Aide, Position # 014152212, 7H/9M, Perry Primary School, effective August 6, 2015 thru May 25, 2016.

**Transfer: Tabitha Gibson**, School Bus Driver, Position # 900478846, 4H/9M, is requesting to transfer to School Bus Driver, Position # 901378801, 4H/9M, Transportation Department, effective August 10, 2015 thru May 24, 2015.

**Transfer: Annie Woodfaulk**, Food Service Worker, Position # 016176603, 6.5H/9M, Food Service Department, is requesting to transfer to Food Service Worker, Position # 016176614, 3H/9M, Food Service Department, effective August 7, 2014 thru May 25, 2016.

**Transfer: Mary Parker**, Bus Driver, Position # 901378810, 4H/9M, Transportation Department is requesting to transfer to Bus Driver, Position # 900478846, 4H/9M, Transportation Department effective August 10, 2015.

**Transfer: Shanna Lago**, Clerk Typist, Position # 014173306, 7.5H/10M, Perry Primary School, is requesting to transfer to Secretary for Food Services, Position # 900376602, 8H/11M, Food Service Department, effective July 31, 2015 thru June 30, 2016.

#### **EXTRA HOURS:**

**Extra Hours:** Ramona Patrick, Supervisor, ESE & Student Services, is requesting **up to 75 hours**, at regular rate of pay for **Kelli Brannen**, to prepare for back to school as TCES-ESE Specialist between July 7, 2014 and August 3, 2015 **Funding: 4200-5200-130-0041-2140-16**

**Extra Hours:** Ramona Patrick, Supervisor, ESE & Student Services, is requesting **up to 37.50 hours**, at regular rate of pay for **Donna Gayle Johnson**, to prepare for back to school between July 7, 2015 And August 3, 2015. **Funding: 420-5200-130-0161-2140-16**

**Extra Hours:** Ramona Patrick, Supervisor, ESE & Student Services, is requesting **up to 112.50 hours**, at regular rate of pay for **Alise Thompson**, to prepare for back to school, conduct trainings and complete other task to assist the ESE office in preparing for 2015-2016 school year.

**Funding: 4200-5200-130-9033-2140-16**

**Extra Hours:** Ramona Patrick, Supervisor, ESE & Student Services, is requesting **up to 1.5 hours per week**, at regular rate of pay for **Rusty Ludlum**, to provide Speech and Language therapy to a developmentally delayed student to meet the ESY requirements of the IEP between June 15, 2015 and July 31, 2015. **Funding: 100-5200-120-9033-9999-290**

**Extra Hours:** Pam Padgett, Principal, Perry Primary School, is requesting **up to 26 hours**, at regular rate of pay for **Patricia Reams**, for transition into the position of Reading Coach and to complete remaining tasks prior to 2015-2016 school year. **Funding: 100-6300-130-9026-7941 (50%) and 420-6300-130-9026-2102—16 (50%)**

**Extra Hours:** Charles Finley, Principal, Taylor County Elementary School, is requesting **up to 47 extra hours**, at regular rate of pay, for **Donna Faircloth**, who completed the 2014-2015 Taylor County Elementary Yearbook. **Funding: 100-5100-150-0041-9999-290**

**Extra Hours:** Judy Johnson, Director, Taylor Technical Institute, is requesting **up to 40 extra hours**, at regular rate of pay for **Liddie Davis**, in order to provide TABE testing services to adult education students for the 2015-2016 school year. **Funding: Will be paid from 2016 Adult General Education grant upon notification of the awarded grant.**

**Extra Hours:** Judy Johnson, Director, Taylor Technical Institute, is requesting another **60 extra hours**, at regular rate of pay for **Liddie Davis** during the months of June and July, 2015 to assist in testing and to assist in preparing for the new school year. **Funding: 100-5300-160-0131-9999-390**

**Extra Time:** Judy Johnson, Director, Taylor Technical Institute, is requesting **up to 30 extra minutes per day** at regular rate of pay for **Deborah Little** who needs time to complete the Cosmetology program during the 2015-2016 school year. **Funding: 100-5300-120-0131-9999**

**Extra Hours:** Judy Johnson, Director, Taylor Technical Institute, is requesting **up to 207 extra hours**, at regular rate of pay for **Ruben Lewis**, in order to provide Adult Education and GED preparation classes for the 2015-2016 school year. **Funding: Will be paid from 2015-2016 Adult General Education Grant**

**Extra Hours:** Judy Johnson, Director, Taylor Technical Institute, is requesting **up to 10 extra hours per month**, at regular rate of pay, for **Janice Murphy**, to administer the Para Pro Assessment Test as needed during 2015/2016 school year. **Funding: Will be paid by the funds generated from individuals that take the test.**

**Extra Hours:** Judy Johnson, Director, Taylor Technical Institute, is requesting **up to 24 extra hours**, at regular rate of pay, for **Mary Asher**, during the month of July 2015, to assist in office due to be short of staff. **Funding: 100-6100-160-0131-9999**

**Extra Hours:** Judy Johnson, Director, Taylor Technical Institute, is requesting **up to 5 extra hours per week each** at regular rate of pay for **Sarah Chapman and Michael Tolar**, for the 2015-2016 school year, in order to cover teaching responsibilities of the TCCA teacher position. **Funding: 100-5100-120-0131-9999**

**Extra Hours:** Eric Scott, Director of Head Start, is requesting **up to 160 extra hours each**, at regular rate of pay for **Sheila Lynn, Amy Miller, and Erica Williams**, who will be registering, processing enrollment and setting up records for returning and new children for 2015-2016 school year.

**Funding: 420-6130-150-9023-2170-15**

**Extra Hours:** Eric Scott, Director of Head Start, is requesting **up to 40 extra hours**, at regular rate of pay for **Patricia Williams**, who will be covering the Head Start office between July 1, 2015 and July 30, 2015.

**Funding: 420-6110-150-9023-2170-15**

**Extra Hours:** Audie Ash, Principal, Taylor County High School, is requesting **up to 22.5 hours** at regular rate of pay for **Patricia Piland**, to complete Curriculum Mapping for Marine Biology/Science for 2015-2016 School Year. **Funding: 420-6300-120-0161-2102-16**

**Extra Hours:** Audie Ash, Principal, Taylor County High School, is requesting **up to 20 extra hours**, at regular rate of pay for **Laurie Wynn**, who will be transitioning text books to the media center and inventory new lap top computers, between June 12, 2015 and July 29, 2015.

**Funding: 100-5100-130-0161-9999-103**

**Extra Hours:** Kiki Puhl, Principal, Taylor County Middle is requesting **up to 8 extra hours**, at regular rate of pay, for **Sally MacNeill**, who will participate in creating benchmarked ELA Curriculum Map and Pacing Guides on July 24, 2015. **Funding: 420-6300-120-0031-2012-16**

**Extra Hours:** Julie Hurst, Principal, Steinhatchee School, is requesting **up to 80 extra hours**, at regular rate of pay for **Joan Griffin**, to complete payroll for June & July, processing student handbooks and classroom books and preparing for 2015-2016 school year. **Funding: 100-7300-160-0111-9999**

**Extra Hours:** Julie Hurst, Principal, Steinhatchee School, is requesting **up to 40 extra hours**, at regular rate of pay for Linda Osteen, during the month of July to prepare for the early return of students and teachers. **Funding: 100-7900-160-0111-9999**

**Extra Hours:** Cheryl Brantley, Pre-K Coordinator, is requesting **2.5 extra hours**, at regular rate of pay for **George Demps**, who opened, cleaned and locked up the TCMS Auditorium which was used for the 4 year old graduation program. **Funding: 100-7900-160-9024-9172**

**STIPENDS:**

**Stipend:** Sharon Hathcock, Director of Instruction, is requesting a **\$15.00 per hour stipend each, up to 6 hours each day** for professional development stipend upon completion of Academic Parent Teacher Teams (APTT) in service for the teachers and dates listed:

**Taylor County Pre-K: July 27, 2015**

<b>Melanie Williams</b>	<b>Angelee Fall</b>	<b>Funding: 420-6400-120-9024-2125-16</b>	
<b>Julie Hernandez</b>	<b>Amy Bowden</b>	<b>Marcy Freeman</b>	<b>Funding: 420-6400-150-9024-2125-16</b>

**Perry Primary School: July 27, 2015**

Brandi Webb, Vicki Mays, Thais Woods, Melanie Morgan, Lauren Johnson, Rhonda Dowdy-Cruce, Brenda Raulerson, Mindy Parker, Penny Dolan, Bryttany Clark, Jack Palaio, Heidi Scuglia, Patsy Reams, Karen Hendry, Melissa Freeman, Laura Gray, Brooke Davis, Bryttany Stanley-Towles, Sheri Moon, Meredith Hewitt, Heather Carson – Funding: 420-6400-120-0141-2102-16  
Patsy Reams – Funding: 420-6400-130-0141-2102-16

**Perry Primary School: July 28, 2015**

Patsy Reams	Melanie Morgan	Funding: 420-6400-130-0141-2102-16
Ann Sesock		Funding: 420-6400-120-0141-2102-16
Stacey Fike		Funding: 420-6400-150-0141-2102-16

**Taylor County Elementary School: July 27, 2015**

Rene Heard, Summer Sadler, Debbie Denmark, Marsha Taylor, Jerry Webb, Kathy Everett  
Kim Anderson, Mary Joshua, Jessica Farris, Danielle Robinson, Tracy Hall, Mitzi McBride  
Funding: 420-6400-120-0041-2125-16  
Sabrina Guenthner      Debby Powers      Funding: 420-6400-130-0041-2125-16

**Taylor County Elementary School: July 28, 2015**

Debby Powers	Sabrina Guenthner	Funding: 420-6400-130-0041-2125-16
Rodney King	Kelli Brannen	Funding: 420-6400-120-0041-2125-16
David Goodman		Funding: 420-6400-150-0041-2125-16

**Steinhatchee School: July 28<sup>th</sup> 2015**

Lacey Corbin, Chuck Corbin, Melissa Harden, Audrey Peake, Vanessa Ricketson, Danielle Schroeder  
Funding: 420-6400-120-0111-2102-16  
Pam Keller      Funding: 420-6400-130-0111-2102-16  
Linda Fix      Funding: 420-6400-150-0111-2102-16

**Stipend:** Ramona Patrick, Supervisor of ESE and Student Services, is requesting a **\$15.00 per hour stipend for 2.50 hours**, for **Ann Sesock**, to attend the DAPPs meeting to address PBS issues on July 10, 2015. **Funding: 100-6400-130-0141-8667**

**Stipend:** Pam Padgett, Principal, Perry Primary School, is requesting **\$15.00 stipend for 28 hours**, for **Vickie Mays** who attended Project Optimize summer training from June 8, 2015 thru June 1, 2015. **Funding: 4345-6400-120-0141-2208-15**

**Stipend:** Charles Finley, Principal, Taylor County Elementary School, is requesting a **\$500.00 stipend each** for listed employees that were members of the Technology Team for the 2014-2015 school year. **Rodney King, Leslie Meade and Katie King** **Funding: 420-6400-120-0041-2125-15**

**Stipend:** Charles Finley, Principal, Taylor County Elementary School, is requesting a **\$15.00 per hour stipend each for 28 hours** for the employees listed below for attending Project Optimize training from June 8, 2015 thru June 11, 2015. **Funding: 434-6400-120-0041-2208-15**

Tina Marshall	Maggie James	Leslie Meade	Kathryn Jones	Jerry Webb
Katie King	Cherie LaValle	Summer Sadler	Marsha Taylor	Kay Dudley

Kim Anderson  
Lisa Robinson

Cathy Wiggins  
Sabrina Guenther

Jessica Farris

Kelli Brannen Rodney King

**Stipend:** Kiki Puhl, Principal, Taylor County Middle School, is requesting a **\$15.00 per hour stipend each for 28 hours** for the employees listed below for attending Project Optimize training from June 8, 2015 thru June 11, 2015. **Funding: 434-6400-120-0031-2208-15**

Jazzmin Austin	Chandra Bowden	Christine Fair Smith	Natalie Fuller	Niki Fuller
David Gray	Courtney Gray	Yvonne Heartsfield	Leslie High	Ann Joiner
Wlhemenia Hughes	Daniel Joiner	Tommy Joiner	Amber Jones	Mary Ludlam
Rusty Ludlum	Heather McCoy	LaRee Manning	Jessica Mathis	Rachel Poppell
Tracie Singletary	Ken Sparkman	Dale Thompson	Dale Thompson	
Meridith Upshaw				

**Stipend:** Kiki Puhl, Principal, Taylor County Middle School, is requesting a **\$15.00 per hour stipend each for 23 hours** for listed employees for AVID Conference on July 7<sup>th</sup> thru July 9, 2015.

**Funding: 420-6400-120-0031-2102-16**

**Ann Joiner, Leslie High, Tracie Singletary, Niki Fuller, Natalie Fuller, Christine Fair, and Laree Manning**

**Stipend:** Audie Ash, Principal, Taylor County High School, is requesting a **\$15.00 per hour stipend each for 28 hours** for listed employees listed below for attend Project Optimize training from June 8, 2015 thru June 11, 2015. **Funding: 434-6400-120-0161-2208-15**

Lilly Books,	John Carson	Kathleen Courtney	Jesika Curry	Patricia Griffith
Lauri Ketring	Sarah Little	Patricia Piland	Jodie Rowell	William Shipley
Eddie Smith	Bob Tirelli	Donna Tuttle	Laurie Wynn	Pamela Yates
Linda Kallschmidt		Donna Johnson		

**Stipend:** Audie Ash, Principal, Taylor County High School, is requesting a **\$15.00 per hour stipend for 14 hours** for **Patricia Piland**, who attended Check and Connect Training on June 12, 2015 and June 13, 2015. **Funding: 420-56400-120-9033-9160**

**Stipend:** Audie Ash, Principal, Taylor County High School, is requesting a **\$15.00 per hour stipend each for 23 hours** for listed employees who completed training and pre-conference AVID Launch from July 7, 2015 thru July 9, 2015. **Funding: 420-6400-120-0161-2102-16**

Jordan Crowley	Carol Wentworth	Kathleen Courtney	Patricia Piland
Sara Shomberg	Kasey Roberts		

**Stipend:** Judy Johnson, Director, Taylor Technical Institute, is requesting a **\$15.00 per hour stipend up to 7 hours** be paid to **Leslie Maiullo**, for attending the Check & Connect Mentor Refresher Blast Training on June 12, 2015. **Funding: 420-6400-120-9033-9160**

**Stipend:** Judy Johnson, Director, Taylor Technical Institute, is requesting a **\$15.00 per hour stipend for 28 hours** be paid to **Michael Tolar, Sarah Chapman, Edward Harvey and Leslie Maiullo**, who attended the Project Optimize training from June 8, 2015 thru June 11, 2015.

**Funding: 434-6400-120-0131-2208-15**

**Stipend:** Julie Hurst, Principal, Steinhatchee School, is requesting a **\$15.00 per hour stipend each for 28 hours** for the employees listed below for Project Optimize training from June 8, 2015 thru June 11, 2015.  
**Chuck Currie, Melissa Harden, Pam Keller, William Malloy, Vanessa Ricketson, Danielle Schroeder**  
**Funding: 434-6400-120-0111-2208-15**  
**Lacey Corbin – 4 hours @ \$15.00 per hour/ Funding: 434-6400-120-0111-2208-15**

**MISCELLEANOUS ITEMS:**

**Travel Expense:** Ramona Patrick, Supervisor, ESE and Student Services, is requesting **\$75.00 per month** travel allotment for **Betsy Stephens** for the 2015-2016 school year.  
**Funding: 60% - 420-6100-130-9033-2140-16**  
**Funding: 40% - 420-6100-130-9033-2143-16**

**Travel Expense:** Ashley Valentine, Director of Finance, is requesting a **\$100.00 per month** travel allotment for **Benny Blue**, Food Service Coordinator, beginning July 1, 2015 thru June 30, 2016. Mr. Blue visits various school sites on a daily basis using his personal vehicle.  
**Funding: 410-7600-331-9052-9999**

**Funding Request:** Judy Johnson, Director, Taylor Technical Institute, is requesting payment for the TTI Vocational Transition Specialist/Grant Facilitator’s position be paid from the General Funds, from July 1, 2015 thru October 31, 2015. Will not receive award letters until end of September 2015. Will reimburse the district for funds requested. If funds are not received by October 31, 2015, the position will not be filled until verification of funding is received.

**12.08 – Reappointment of Annual Contract Personnel (Teachers)**

Approved Action Item

- 1.) Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved the Annual Contract Teachers for the 2015-2016 School Year, listing as follows:

<b><u>Name:</u></b>	<b><u>Position #:</u></b>	<b><u>Position Name:</u></b>
<b>Collins, Robin</b>	<b>902451114</b>	<b>Parent Educator</b>
<b><u>ESE DEPARTMENT:</u></b>		
<b>Pridgeon, Cassidy</b>	<b>903352110</b>	<b>Visual Impaired Teacher</b>
<b>Tripp, Priscilla</b>	<b>900852206</b>	<b>Staffing Specialist</b>
<b><u>PERRY PRIMARY SCHOOL:</u></b>		
<b><u>Name:</u></b>	<b><u>Position #:</u></b>	<b><u>Position Name:</u></b>
<b>Blue, Jacqueline</b>	<b>014151111</b>	<b>Elementary Ed Teacher</b>
<b>Clark, Bryttany</b>	<b>014151133</b>	<b>Elementary Ed Teacher</b>
<b>Cruce-Dowdy, Rhonda</b>	<b>014151166</b>	<b>Elementary Ed Teacher</b>
<b>Davis, Brooke</b>	<b>014155100</b>	<b>Elementary Ed Teacher</b>

Dolan, Penny	014152000	VE Teacher
Freeman, Melissa	014162201	Elementary Ed Teacher
Herring, Haley M.	014151139	Elementary Ed Teacher
Hewett, Meredith	014151130	Elementary Ed Teacher
Johnson, Lauren	014151124	Elementary Ed Teacher
Jones, Sara	014151102	Elementary Ed Teacher
Lilliott, Laurie	014151120	Elementary Ed Teacher
Martinez, Georgette	903352211	Speech/Language Pathologist
Miles, Emerald	014151199	Elementary Ed Teacher
Moon, Sheri	014151106	Elementary Ed Teacher
Parker, Mindy	014151142	Elementary Ed Teacher
Pegg, Kimberly	014162101	Library/Media Specialist
Raulerson, Brenda	014151117	Elementary Ed Teacher
Roberts, Laura	014151155	Elementary Ed Teacher
Sands, Kamryn	014151121	Elementary Ed Teacher
Scuglia, Heidi	014151119	Elementary Ed Teacher
Smart-Hall, Gretchen	014151146	Reading Coach
Smith, CarrieAnn	014151165	Elementary Ed Teacher
Vann, Jessica	014151116	Elementary Ed Teacher
Whitfield, Kimela	014151177	Music Teacher

**TAYLOR COUNTY ELEMENTARY SCHOOL:**

<u>Name:</u>	<u>Position #:</u>	<u>Position Name:</u>
Alford, Lewis Bart	014152210	Speech/Language Pathologist
Blanchett, Kristy	004151150	Elementary Ed Teacher
Brannen, Kelli	004151124	Elementary Ed Teacher
Farris, Jessica	004151115	Elementary Ed Teacher
Johnson, Kelli	004151120	Elementary Ed Teacher
Jones, Kathryn	004152213	VE Teacher
King, Katherine	004162201	Media Specialist
Money, Traci	903352212	Occupational Therapist
Robinson, Danielle Joy	004152200	VE Teacher
Webb, Jerry	003251118	Elementary Ed Teacher

**TAYLOR COUNTY MIDDLE SCHOOL:**

<u>Name:</u>	<u>Position #:</u>	<u>Position Name:</u>
Austin, Jazzmin	003252201	Language Arts Teacher
Gray, Courtney	012151113	Math Teacher
High, Leslie	013152205	M/J Teacher
Joiner, Thomas D.	003151013	Social Studies Teacher
Jones, Amber S.	013152205	Industrial Arts Teacher

MacNeill, Sally	012151125	Language Arts Teacher
Manning, Tawnya	012151122	Science Teacher
Mathis, Jessica	012151119	Language Arts Teacher
Mincy, Jimmy	003251116	6 <sup>th</sup> Grade Teacher
Mixon, Lori	003251110	6 <sup>th</sup> Grade Teacher
Poppell, Rachel	012151116	PE Teacher
Smith, Christine	012151121	Science Teacher
Whalley, Erin	012151146	Music Teacher

**TAYLOR COUNTY HIGH SCHOOL:**

<u>Name:</u>	<u>Position #:</u>	<u>Position Name:</u>
Barnes, Tracy	016151138	PE Teacher
Brooks, Whitney	016151116	Math Teacher
Cain, Joel	016251149	PE Teacher
Crowley, Jordan	016151121	Math Teacher
Johnson, Donna	016151131	ESE Learning Resource Spec
Jones, Tanner	016151137	PE Teacher
Kallschmidt, Linda	016151160	Language Arts Teacher
Ketring, Lauri	016151170	Vocational "CAD" Teacher
Little, Sara	016152203	Language Arts Teacher
McDaniel, Christopher	016151142	Senior Army Instructor JROTC
Piland, Patricia	016151148	Science Teacher
ShIPLEY, William	016151130	Music Teacher
Winters, Jenny	016151127	Math Teacher

**TAYLOR TECHNICAL INSTITUTE:**

<u>Name:</u>	<u>Position#</u>	<u>Position Name:</u>
Cayson, Sarah	013153324	LPN Instructor
Chapman, Sarah	013151104	Social Studies Teacher
Gibson, Guy	013153317	Industrial Education Teacher
Maiullo, Leslie	013152209	VE Teacher
Noles, Lisa	013153321	LPN Instructor
Philmon, Anthony	013153328	Industrial Education Teacher
Rice, Laurie	013153323	CNA Instructor
Tolar, Michael	012151105	Alt Ed/VE Teacher

**STEINHATCHEE SCHOOL**

<u>Name:</u>	<u>Position #:</u>	<u>Position Name:</u>
Corbin, Lacey	011151101	Elementary Ed Teacher
Hinkle-Schroder, Danielle	011151109	Elementary Ed Teacher
**Pridgeon, Cheryl	011151102	Elementary Ed Teacher

**\*\*Contingent on student enrollment**



### **12.11 – DROP Participants**

#### Approved Action Items

- 1.) Vanessa Ricketson is requesting to enter the DROP program beginning July 1, 2015; ending on June 30, 2020. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.
- 2.) Teva Harris is requesting to enter the DROP program beginning July 1, 2015; ending June 30, 2020. Upon motion by Danny Glover, seconded by Darrell Whiddon, the Board approved this item.

### **12.13 – Establishment of Position**

#### Approved Action Items

- 1.) Pam Padgett, Principal of Perry Primary School, is requesting to establish and Elementary Education position for an anticipated vacancy at Perry Primary School for the 2015-2016 school year pending enrollment. Upon motion by Danny Glover, seconded by Darrell Whiddon, the Board approved this item.
- 2.) Keith Johnson, Director of Transportation, is requesting to establish a bus driver position for the ESE Tallahassee Gretchen Everhart Summer School program. This runs from July 6<sup>th</sup> to July 23<sup>rd</sup>, 8 hours a day, Monday thru Thursday. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.
- 3.) Ramona Patrick, Director of ESE, is requesting to establish/create a new “Anticipated” ESE Teacher Aide position at Pre-K to meet incoming student needs. This position is contingent upon student enrollment. Upon motion by Darrell Whiddon, seconded by Kenneth Dennis, the Board approved this item.

### **12.15 – Approval of Job Description**

#### Approved Action Item

- 1.) Judy Johnson is requesting approval of the newly developed job description for an Agricultural Instructor. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item. Superintendent Dyal mentioned that the grant was not currently funded for this program so we will not be filling this position at this time. We are going to spend the next year planning how it will be funded.

### **12.23 – Administrative Placement/Reassignment of Employee**

Approved Action Item

- 1.) Ramona Patrick, Director of ESE requests to transfer Rhonda Johnson, Position# 004152218 from TCES to TCMS. In order to better serve the needs of students who are moving to the 6<sup>th</sup> grade. This position will continue to be funded 100% out of IDEA funds. Funding: 420-5200-150-0031-2140-16. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.

### **12.26 – Approval of Salary Schedule**

Approved Action Item

- 1.) Approval pending negotiations of salary schedules for the 2015-2016 school year. Upon motion by Danny Glover, seconded by Kenneth Dennis, the Board approved this time.

## **15 – Public Hearing**

### **15.02 – Public Hearing**

Approved Action Item

- 1.) Request for authorization to advertise for Public Hearing on revised Board Policies. Due to substantial changes in the Uniform Grants Guidance (governs all federal programs and dollars) the District must revise its financial policies and written procedures that accompany each policy. Board policies affected by these changes are:
  - 9.20 Financial Records,
  - 9.31 School Food Service Funds
  - 9.35 Investment of Funds/Cash Management
  - 9.52 Travel Expense Reimbursement
  - 9.60 Audits, 9.70 Purchasing and Bidding
  - 9.71 Selecting Professional Services
  - 9.72 Acquisition, Use and Exchange of School Property
  - 9.74 Lease and lease-Purchase of Real Property
  - 9.75 Sale, Transfer or Disposal of Property
  - 9.76 Lost or Stolen Property
  - 9.77 Inventories and Property Records
  - 9.90 Education Foundation
  - 9.91 General Food Service Requirements.

Upon motion by Darrell Whiddon, seconded by Kenneth Dennis, the Board approved this item.

## **16 – Budget**

### **16.01 – Approval of Tentative Budget Advertising Purposes**

#### Approved Action Items

- 1.) Approval of Tentative Millage Rate for Advertising Purposes for the 2015-2016 Budget. The millage rate for 2015-2016 is 7.423. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.
- 2.) Approval of the Tentative Budget for Advertising Purposes for the 2015-2016 Budget. Upon motion by Darrell Whiddon, seconded by Danny Glover, the Board approved this item.

## **18 – Acknowledgement of Items**

### **18.01 - Acknowledgement of Items**

#### Approved Consent Agenda Items

- 1.) The Florida Department of Health approved the status of the Nursing Program at Taylor Technical Institute.
- 2.) Taylor Technical Institutes Course Offerings for 2015-2016 school year.
- 3.) Taylor County School District's 2013-2014 Audit-FTE/Transportation. Cross reference agenda item 7.02 (#1) the District's response and action plan.

## **40 - Adjournment**

### **40.01 - Adjournment Time**

Upon motion by Darrell Whiddon, seconded by Kenneth Dennis the Board adjourned at 6:45 p.m.

## **42 – Executive Session**

### **42.01 Executive Session**

The Board held a brief Executive Session after the Regular Meeting that began at 6:50 p.m.

## **44 – Adjournment after Executive Session**

### **44.01 Adjournment Time**

Executive session adjourned at 7:45 p.m.

added  
Agenda Item Number 4.01(#1)

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/30/2015 Board Meeting Date 08/18/2015

Date agenda item is due in the Superintendent's Office 08/07/2015

Person submitting the item: Ramona Patrick

Name of document placed on agenda: Purchase Order

Summary description regarding this action item:  
Quote from Destination Knowledge regarding Ascend Math, to  
provide online math remediation for elementary and secondary

students. Approval by phone 7-30-15 by  
BC Brenda Carlton, Danny Lundy + Darrell Whiddon  
DL  
DW

**APPROVED**

Signatures Required  
Yes  No

JUL 30 2015  
By Taylor County  
School Board

Reviewed by:  
Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

*added*  
Agenda Item Number 4.01(#1)

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/30/2015 Board Meeting Date 08/18/2015

Date agenda item is due in the Superintendent's Office 08/07/2015

Person submitting the item: Ramona Patrick

Name of document placed on agenda: Purchase Order

Summary description regarding this action item:

Quote from Destination Knowledge regarding Ascend Math, to

provide online math remediation for elementary and secondary

students.

Approval by phone 7-30-15 by  
BC Brenda Carlton, Danny Lundy, & Darrell Whidden  
DL  
DW

**APPROVED**

Signatures Required

Yes  No

JUL 30 2015  
By Taylor County  
School Board

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

Agenda Item Number 4.10 (#1)

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/29/2015 Board Meeting Date 08/04/2015

Date agenda item is due in the Superintendent's Office \_\_\_\_\_

Person submitting the item: Chris Olson

Name of document placed on agenda: New Insurance Rate Sheets 2015-16

Summary description regarding this action item:

New rate sheets for health, dental, and vision insurance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures Required

Yes  No

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

	A	B	C	D	E	F
1	<b>Taylor County School Board Active and Retired Monthly Insurance Premiums 2015-2016</b>					
2	<b>ACTIVE EMPLOYEE PREMIUMS COLLECTED OVER 10 MONTHS COVERAGE 12 MONTHS Plan #05770</b>					
3	<b>Employee Health Insurance</b>		<b>New Rates</b>	<b>Board Contribution</b>	<b>Total Cost of Program</b>	<b>Change to Employee Cost</b>
4	10-108 Employee	Plan C	\$ 231.41	\$ 310.00	\$ 541.41	\$ 24.79
5	10-109 Employee/Spouse	Plan C-1	\$ 678.09	\$ 310.00	\$ 988.09	\$ 72.65
6	10-110-Employee Child(ren)	Plan C-2	\$ 595.41	\$ 310.00	\$ 905.41	\$ 63.79
7	10-111-Employee/Family	Plan C-3	\$ 866.68	\$ 310.00	\$ 1,176.68	\$ 92.86
8	<b>Employee Dental Insurance</b>		<b>New Rates</b>	<b>Board Contribution</b>	<b>Total Cost of Program</b>	<b>Change to Employee Cost</b>
11	10-101 Employee	Plan A-1	\$ 39.98		\$ 39.98	No Change
12	10-102- Employee/Spouse	Plan A-2	\$ 77.76		\$ 77.76	No Change
13	10-103-Employee Child(ren)	Plan A-3	\$ 90.52		\$ 90.52	No Change
14	10-104-Employee/Family	Plan A-4	\$ 127.20		\$ 127.20	No Change
15	<b>Employee Vision Insurance</b>		<b>New Rates</b>	<b>Board contribution</b>	<b>Total Cost of Program</b>	<b>Change in Employee Cost</b>
16	10-101- Employee		\$ 7.84		\$ 7.84	No Change
17	10-102- Family		\$ 25.25		\$ 25.25	No Change
18	10-103-Employee Plan A			\$ 7.84	\$ 7.84	No Change
19	10-104-Employee Family		\$ 17.41	\$ 7.84	\$ 25.25	No Change
20	<b>RETIREE PREMIUMS COLLECTED OVER 12 MONTHS</b>					
21	<b>UNDER 65 RETIREE Rates NON-Medicare/ HEALTH</b>		<b>New Rates</b>			<b>Change to Retiree Cost</b>
22	Employee only		\$ 451.18			\$ 28.91
23	Employee/Spouse		\$ 823.41			\$ 35.56
24	Employee/Child(ren)		\$ 754.51			\$ 41.10
25	Employee/Family		\$ 980.57			\$ 38.36
26	<b>Dental Insurance</b>					
27	Employee only		\$ 32.32			No Change
28	Employee/Spouse		\$ 64.80			No Change
29	Employee/Child(ren)		\$ 75.43			No Change
30	Employee Family		\$ 106.00			No Change
31	<b>Vision Insurance</b>					
32	Employee only		\$ 6.53			No Change
33	Employee Family		\$ 21.04			No Change
34						
35	<b>OVER 65/MEDICARE</b>					
36	Employee only HEALTHII		\$ 441.18			\$ 73.68
37	Employee/Spouse		\$ 813.41			\$ 119.41
38	<b>Dental Insurance</b>					
39	Employee only		\$ 32.32			No Change
40	Employee/Spouse		\$ 64.80			No Change
41	<b>Vision Insurance</b>					
42	Employee only		\$ 6.53			No Change
43	Employee/Spouse		\$ 21.04			No Change
44						
45						

**TCSB Active and Retired Monthly Insurance Premiums 2015-16**

**High Deductible Plan \$2,000 50/50 payout Plan # 5901 \*\***

**ACTIVE EMPLOYEE PREMIUMS COLLECTED OVER 10 MONTHS COVERAGE 12 MONTHS**

<b>Employee Health Insurance</b>		<b>New Rates</b>	<b>Board Contribution</b>	<b>Total Cost of Program</b>	<b>Change to Employee Cost</b>
10-108 Employee	Plan C	\$ 143.19	\$ 310.00	\$ 453.19	\$ 15.34
10-109 Employee/Spouse	Plan C-1	\$ 509.47	\$ 310.00	\$ 819.47	\$ 54.59
10-110-Employee Child(ren)	Plan C-2	\$ 441.67	\$ 310.00	\$ 751.67	\$ 47.32
10-111-Employee/Family	Plan C-3	\$ 664.12	\$ 310.00	\$ 974.12	\$ 71.16
<b>Employee Dental Insurance</b>		<b>New Rates</b>	<b>Board Contribution</b>	<b>Total Cost of Program</b>	<b>Change to Employee Cost</b>
10-101 Employee	Plan A-1	\$ 39.98		\$ 39.98	No Change
10-102- Employee/Spouse	Plan A-2	\$ 77.76		\$ 77.76	No Change
10-103-Employee Child(ren)	Plan A-3	\$ 90.52		\$ 90.52	No Change
10-104-Employee/Family	Plan A-4	\$ 127.20		\$ 127.20	No Change
<b>Employee Vision Insurance</b>		<b>New Rates</b>	<b>Board contribution</b>	<b>Total Cost of Program</b>	<b>Change in Employee Cost</b>
10-101- Employee		\$ 7.84		\$ 7.84	No Change
10-102- Family		\$ 25.25		\$ 25.25	No Change
10-103-Employee Plan A			\$ 7.84	\$ 7.84	No Change
10-104-Employee Family		\$ 17.41	\$ 7.84	\$ 25.25	No Change

**RETIREE PREMIUMS COLLECTED OVER 12 MONTHS**

<b>UNDER 65 RETIREE Rates NON-Medicare/ HEALTH</b>		<b>New Rates</b>			<b>Change to Retiree Cost</b>
Employee only		\$ 377.66		\$ 309.18	\$ 68.48
Employee/Spouse		\$ 682.89		\$ 576.82	\$ 106.07
Employee/Child(ren)		\$ 626.39		\$ 521.78	\$ 104.61
Employee/Family		\$ 811.77		\$ 689.84	\$ 121.93

<b>Dental Insurance</b>					
Employee only		\$ 33.32		\$ 33.32	No Change
Employee/Spouse		\$ 64.80		\$ 64.80	No Change
Employee/Child(ren)		\$ 75.43		\$ 75.43	No Change
Employee Family		\$ 106.00		\$ 106.00	No Change

<b>Vision Insurance</b>					
Employee only		\$ 6.53		\$ 6.53	No Change
Employee Family		\$ 21.04		\$ 21.04	No Change

**OVER 65/MEDICARE**

Employee only HEALTH		\$ 369.82		\$ 301.34	\$ 68.48
Employee/Spouse		\$ 675.05		\$ 569.08	\$ 105.97

<b>Dental Insurance</b>					
Employee only		\$ 33.31		\$ 32.32	No Change
Employee/Spouse		\$ 64.84		\$ 64.80	No Change

<b>Vision Insurance</b>					
Employee only		\$ 6.53		\$ 6.53	No Change
Employee/Spouse		\$ 21.04		\$ 21.04	No Change



**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/24/2015 Board Meeting Date 08/04/2015

Date agenda item is due in the Superintendent's Office 07/24/2015

Person submitting the item: Ashley Valentine

Name of document placed on agenda: Approval of Grant Amendment

Summary description regarding this action item:

Race to the Top Amendment 15, Centers of Excellence in

Elementary Teacher Preparation.

Signatures Required

Yes  No

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Taylor County School District	<b>2 PROJECT NUMBER</b> 620-RL111-1C301
<b>3 PROJECT/PROGRAM TITLE</b> RTTT Centers of Excellence in Elementary Teacher Preparation TAPS 11AT01	<b>4 AUTHORITY</b> 84.395A Race to the Top Fund FAIN#: S395A100049
<b>5 AMENDMENT INFORMATION</b> Amendment Number: 15 Type of Amendment: Budgetary Effective Date: 7/9/2015	<b>6 PROJECT PERIODS</b> Budget Period: 09/01/2010 - 06/30/2014 Program Period: 09/01/2010 - 06/30/2014
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$483,407.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$483,407.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance

<b>9 TIMELINES</b>
<ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: <u>06/30/2014</u></li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2014</u></li> <li>Last date for receipt of proposed budget and program amendments: <u>06/30/2014</u></li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>Federal Award Date : <u>09/24/2010</u></li> </ul>

<b>10 DOE CONTACTS</b> Program: Martha Asbury Phone: (850) 245-0420 Email: <a href="mailto:Martha.Asbury@fldoe.org">Martha.Asbury@fldoe.org</a> Grants Management: Unit A (850) 245-0496	<b>Comptroller Office</b> Phone: (850) 245-0411	<b>Duns#:</b> 106027881 <b>FEIN#:</b> F596000878002
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**11 TERMS AND SPECIAL CONDITIONS**

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs.
- For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20<sup>th</sup> of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.
- 2 CFR 176.210(b) and (d), provides that recipients are to require their subrecipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.


\* Funds are available via Federal Cash Advance up to the amount budgeted and approved for each quarter as follows:

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	\$ -	\$ -	\$ -	\$ 14,708.88	\$ 14,708.88
2	\$ 23,485.78	\$ 32,342.00	\$ 23,538.03	\$ 40,242.44	\$ 119,608.25
3	\$ 48,633.89	\$ 21,015.65	\$ 21,015.65	\$ 41,138.12	\$ 131,803.31
4	\$ 33,356.33	\$ 21,975.58	\$ 21,975.59	\$ 27,275.65	\$ 104,583.15
5	\$ 30,170.98	\$ 26,132.98	\$ 20,733.00	\$ 35,666.45	\$ 112,703.41
<b>Project Total</b>					<b>\$ 483,407.00</b>

**12 APPROVED:**

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

7/20/15  
Date of Signing



**INSTRUCTIONS**  
**PROJECT AWARD NOTIFICATION**

- 1** Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2** Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3** Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4** Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5** Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6** Project Periods: The periods for which the project budget and program are in effect.
- 7** Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8** Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9** Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10** DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11** DOE Fiscal Data: A unique payment number assigned by the Department of Education.
- 12** Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 13** Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

## Taylor County District School Board Amendment Review List

[View Summary of Deliverables](#)

[Print: Friendly Format of Budget](#)

No Amendments have been submitted for the current reporting period.

No Amendments have been submitted for the current reporting period.

# Justification/Rationale for Amendments Taylor County District School Board

Below is a summary of the changes made for this amendment by MOU criterion with justification for each.

### Budget Amendments - Taylor County District School Board

Project/MOU Criterion	Type of Change	Justification
2	● Amount	Change in amount needed to reconcile with expenditures from prior quarters.
3	● Amount	Change in amount needed to reconcile with expenditures from prior quarters.
10	● Amount	Change in amount needed to reconcile with expenditures from prior quarters.

### SOW Amendments -Taylor County District School Board

Project/MOU Criterion	Type of Change	Justification
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### SOW Amendments Not Requiring Justification - Taylor County District School Board

Project/MOU Criterion	Type of Change
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# FLORIDA DEPARTMENT OF EDUCATION RACE TO THE TOP PROJECT AMENDMENT

<b>Program Name</b>  <b>LEA Race To the Top (RTTT) Entitlement Grant</b>	<b>A) Agency Name</b>  <i>Taylor County School Board</i>
<b>B) Project Number</b> <b>TAPS Number</b>  <u>620-RL111-1C301</u> <u>11AT01</u>	<b>C) Amendment Type</b>  <input type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Budget

### D) Amendment Request Contact Information

<b>Name:</b> Ashley Valentine	<b>Address:</b> 318 N Clark Street Perry FL 32347
<b>Telephone:</b> 850 838 2503	<b>SunCom:</b>
<b>Fax:</b>	<b>E-mail:</b> Ashley.valentine@taylor.k12.fl.us

### E) Required Signatures

Finance Officer	<i>Ashley Valentine</i>
Superintendent/Agency Head	<i>Paul E. Dyer</i>

### F) Narrative

Refer to Request to Amend Race to the Top Entitlement Grant submitted via the DOE Online Grant System.



## Vargas, Fabio

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**From:** Wilkinson, Sue  
**Sent:** Thursday, July 09, 2015 8:37 AM  
**To:** Vargas, Fabio  
**Subject:** FW: Race to the Top Grant amendment request for Polk County District School Board

Sue Wilkinson,  
Director  
Grants Management Services  
Room 332F, Turlington  
850 245 0712

**From:** [no-reply@fldoe.org](mailto:no-reply@fldoe.org) [<mailto:no-reply@fldoe.org>]  
**Sent:** Thursday, July 09, 2015 8:06 AM  
**To:** Wilkinson, Sue; RacetotheTop  
**Cc:** Cooper, Randall; Myrick, Chadwick; Caldwell, Matthew  
**Subject:** Race to the Top Grant amendment request for Polk County District School Board

Polk County District School Board submitted an amendment request for the Race to the Top Grant at 7/9/2015 8:05:52 AM  
Name: Marcia Ford  
Title: Grants Director  
Phone: 863-519-3602  
Email: [marcia.ford@polk-fl.net](mailto:marcia.ford@polk-fl.net)

Type of Amendment: Budget Change Only

Quarterly Budget Amendment 15

FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM - RACE TO THE TOP

A) NAME OF ELIGIBLE RECIPIENT: Taylor County District School Board  
B) Project Number (DOE USE ONLY): 620-RL111-1C301

MOU Criterion Totals:				MOU Criterion Totals By Quarter:																			
MOU Criterion	Total Budget	Percent of Total Budget	MOU Criterion	Y1 Q2	Y1 Q3	Y1 Q4	Year 1 Total	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Year 2 Total	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4	Year 3 Total	Y4 Q1	Y4 Q2	Y4 Q3	Y4 Q4	Year 4 Total	
2	\$261,452.59	54.09%	2	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$7,435.69	\$4,881.39	\$4,881.39	\$11,378.54	\$28,577.01	\$43,372.18	\$15,847.59	\$15,847.59	\$20,203.35	\$95,270.71	\$19,362.02	\$17,421.27	\$17,421.29	\$17,421.31	\$71,606.89	
3	\$50,439.86	10.43%	3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,588.78	\$18,588.78	\$0.00	\$0.00	\$15,766.71	\$15,766.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00
6	\$59,559.32	12.32%	6	\$0.00	\$0.00	\$5,958.94	\$5,958.94	\$10,129.19	\$3,118.81	\$2,866.81	\$2,861.57	\$18,974.38	\$2,587.50	\$2,587.50	\$2,587.50	\$2,587.50	\$10,350.00	\$9,438.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,438.00
7	\$46,042.65	9.52%	7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,572.30	\$6,572.30	\$6,572.30	\$19,716.90	\$2,027.12	\$2,027.12	\$2,027.12	\$2,027.12	\$8,108.46	\$4,554.31	\$4,554.31	\$4,554.31	\$4,554.31	\$4,554.34	\$18,210.54
8	\$40,798.53	8.44%	8	\$0.00	\$0.00	\$4,749.94	\$4,749.94	\$5,920.80	\$17,771.50	\$9,217.53	\$831.25	\$33,741.18	\$647.09	\$553.44	\$553.44	\$553.44	\$2,307.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$2.00	0.00%	9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
10	\$25,112.05	5.19%	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$483,407.00	100.00%	Totals	\$0.00	\$0.00	\$14,708.88	\$14,708.88	\$23,485.78	\$32,342.00	\$23,538.03	\$40,242.44	\$119,608.25	\$48,633.69	\$21,015.85	\$21,015.85	\$41,138.12	\$131,803.31	\$33,356.33	\$21,975.58	\$21,975.58	\$27,275.65	\$104,000.00	

Review ID	Count	Activity	Description	Job Code	4 Year Total	Year 1												Year 2				Year 3				Year 4			
						Y1	9/10	1/11	4/11	6/11	Total	Y1	Y2	7/11	10/11	12/11	3/12	Y2 Total	Y1	Y2	7/12	10/12	1/13	4/13	Y3 Total	Y1	Y2	7/13	10/13
58486	1	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	2	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	3	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	4	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	5	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	6	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	7	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	8	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	9	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	
58486	10	Elementary Science	5100	TEACHER	\$37,006.61	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.285	\$2,578.44	\$2,578.44	\$2,578.44	\$13,313.76	0.285	\$2,631.75	\$2,594.75	\$2,594.75	\$2,581.75	\$10,327.00	0.285	\$2,188.34	\$2,188.34	\$2,188.34	\$2,188.34	\$8,753.36	





# Race to the Top

Agency	FY	Line Item	Description	Amount	Account	Encumbrance	Availability	Committed	Uncommitted	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	Total Available	
594986 - Former 592712	44	2	Information Systems	7300	235																
			Travel Expenses for staff training on the new evaluator systems	330																	
584990 - Former 582713	45	8	Information Systems	7300	330																
			Travel Expenses for staff training on the new evaluator systems	330																	
584881 - Former 582714	46	8	Information Systems	7300	310																
			Travel Expenses for staff training on the new evaluator systems	310																	
584862 - Former 582715	47	9	Information Systems	7300	120																
			Travel Expenses for staff training on the new evaluator systems	120																	
584803 - Former 582716	48	9	Information Systems	7300	220																
			Travel Expenses for staff training on the new evaluator systems	220																	
584804 - Former 582717	49	10	Information Systems	6400	120																
			Travel Expenses for staff training on the new evaluator systems	120																	
584988 - Former 582718	50	10	Information Systems	6400	270																
			Travel Expenses for staff training on the new evaluator systems	270																	
584997 - Former 582720	52	10	Information Systems	6400	230																
			Travel Expenses for staff training on the new evaluator systems	230																	

DOE 10 - RTT

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 7-24-15

Board Meeting Date 8-4-15

Date agenda item is due in the Superintendent's Office 7-24-15

Person submitting the item: Eric B. Scott, Director

Name of document placed on agenda: Agreement Between the Taylor County Head Start Program and the Florida State University Multidisciplinary Center

Summary description regarding this action item:

Approve the Agreement between Taylor County Head Start Program and the Florida State University Multidisciplinary Center.

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Signatures Required

Yes \_\_\_\_\_ No \_\_\_\_\_

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_


**AGREEMENT BETWEEN THE TAYLOR COUNTY HEAD START PROGRAM  
AND THE FLORIDA STATE UNIVERSITY  
MULTIDISCIPLINARY CENTER**

This agreement by and between the Taylor County Head Start Program, hereinafter referred to as the Head Start, and the FSU Multidisciplinary Center, for and on behalf of The Florida State University Board of Trustees, a public body corporate of the State of Florida, hereinafter referred to as the Center, is for the purpose of securing counseling services.

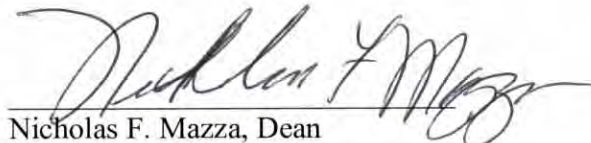
1. The term of the agreement is July 1, 2015 through June 30, 2016.
2. The rate for service is \$400 per day. Rates include direct service to students, consultation with school personnel and parents as needed, participation in meetings and staffings, cost of materials and supplies, and costs of travel.
3. The Head Start shall pay the Center bi-monthly based upon the Center's invoices accompanied by logs of services.
4. The Center shall be responsible for the following:
  - Individual and group counseling for students identified by the Head Start for the academic year 2015-2016.
  - Consultation with teachers and other school personnel in regard to students referred for counseling.
  - A treatment summary for each student served upon completion of service.
  - Licensed/certified supervision for the counselors.
5. The Head Start shall be responsible for the following:
  - Obtain parental permission for each student referred for counseling.
  - Provide a regular meeting location that is relatively free of outside noise and distractions.
6. The Head Start will have access to counseling records that are directly pertinent to this agreement.
7. The Center agrees to maintain all records for a period of at least three years following termination of this agreement.
8. The Center agrees that it complies with applicable provisions of the Civil Rights Act and Section 504 Requirements governing agreements of this nature.
9. Any Center personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the Head Start current Level II screening approval from another Florida School District.

10. Each party agrees to be solely responsible for the negligent or wrongful acts of its employees, agents and representatives arising out of that party's respective tasks and duties that are the subject of the Agreement. This recognition by the parties is intended to be consistent with the State's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes and the Florida Supreme Court's decision in Florida Department of Natural Resources v. Garcia, 753 So.2d 72, 77-78(Fla. 2000), and does not alter such waiver, waive any lawful defense, or extend liability of either party beyond the provisions established in Section 768.28, Florida Statutes. In the event of litigation each party agrees to be liable and responsible for its own legal costs, expenses and attorney fees.

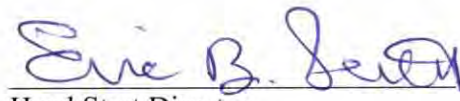
The parties affix their signatures below to covenant to the terms above.

  
Anne Selvey, Director  
FSU Multidisciplinary Center

4/30/15  
Date

  
Nicholas F. Mazza, Dean  
College of Social Work

5/4/15  
Date

  
Head Start Director  
Taylor County Schools

6/25/15  
Date



8.01(2)



THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY

318 North Clark Street  
Perry, Florida 32347  
(850) 838-2500 – Telephone  
(850) 838-2501 – Fax  
Taylor.k12.fl.us  
Paul Dyal, Superintendent

**MEMORANDUM**

To: Paul Dyal, Superintendent of Schools

From: Jan Walker, Director of Personnel

CC: Shanna Dodimead, Administrative Assistant to the Superintendent

Date: July 27, 2015

Please present to the board for their approval the attached Contract Agreement with PAEC for Consultative Services to calculate the Value Added Model score for each teacher based on FLDOE and/or district data.

School Board Members

Danny Glover Jr.  
Residence Area One

Brenda H. Carlton  
Residence Area Two

Darrell Whiddon  
Residence Area Three

Danny Lundy  
Residence Area Four

Kenneth R. Dennis  
Residence Area Five

## **Panhandle Area Educational Consortium Contract Agreement**

**THIS CONTRACT** is entered into by and between the Taylor County School District, 318 N. Clark Street, Perry, Florida 32348, hereinafter called "contractee", and Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Blvd Chipley Florida 32428 hereinafter called "contractor."

The contract will commence July 1, 2015 and will continue until July 1, 2016. Greg Alford will direct the activities of the contract.

The contractee agrees to compensate contractor for the amount of \$3,000. The payment schedule will be at the execution of the contract. The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, PAEC, 753 West Boulevard, Chipley, FL 32428.

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

The services provided through this contract are stipulated as follows:

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

Provide a template, software and consultative services to the contractee to calculate the Value Added Model score for each teacher based on FDOE and/or district data. A summative performance evaluation score will also be produced.

The contractee, Taylor County School District will:

1. Provide necessary information for each teacher in the district.
2. Provide payment to the contractor in a timely manner upon receipt of invoice.

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

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

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

services stipulated. The contractor is the party providing the services; the contractee is the party receiving the services and providing the payment for the services.

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

287.058 -

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

287.0582 -

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

216.347 -

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

215.422 -

Agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at the agency's main office. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at the agency's main office.

1012.465-

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

This Contract is also subject to the Laws of the United States of America, in particular those provisions for procurement - Contract Administration described in Title 34, Section 80.36(i),



Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

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

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

**Contractee**

Brenda Carlton, Chairperson  
Taylor County School District

Date

Paul Dyal, Superintendent  
Taylor County School District

Date

59-6000878  
Social Security # or Federal ID#

WCSB Date: July 13, 2015

**Contractor**

Herbert J. Taylor, Superintendent  
Washington County School Board

Date

Lele Sobey, Interim Executive Director  
Panhandle Area Educational Consortium

Date

59-6000898  
Social Security # or Federal ID #

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/28/2015 Board Meeting Date 08/04/2015

Date agenda item is due in the Superintendent's Office 07/24/2015

Person submitting the item: Jean Drawdy

Name of document placed on agenda: Approval of Agreement/Contract

Summary description regarding this action item:

Early Learning Calition of the Big Bend Region, Inc.

Agreement for services with the Taylor County School Board

for the 2015-2016 school year.

Signatures Required

Yes  No

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

**THIS AGREEMENT** (the “Agreement”), dated as of the 1st day of July, 2015 is entered into by and between:

**Early Learning Coalition of the Big Bend Region, Inc.**, a Florida not-for-profit corporation, whose address is *1940 North Manroe Street, Suite 70, Tallahassee, Florida 32303* (“Coalition”); and

**Taylor County School District**, whose address is *318 North Clark Street, Perry, Florida 32347* (“Contractor”),

**RECITALS**

**WHEREAS**, the Coalition is a not-for-profit corporation organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, with the specific responsibility of administration and implementation of a local comprehensive program of School Readiness Program Services and the local administration of the Voluntary Prekindergarten Education Program, within Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla County, Florida; and

**WHEREAS**, the Coalition desires to retain an independent contractor to provide the services set forth in **Exhibit II** attached hereto and incorporated by reference herein (“Services”); and

**WHEREAS**, the Contractor has represented that it has the necessary skills and experience to provide said Services; and

**WHEREAS**, the Coalition and the Contractor desire to enter into this Agreement concerning the services to be provided and warrant that they have the right, power, and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE**, in consideration of the mutual understandings and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Coalition and Contractor (“Parties”) agree as follows:

1. **INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated by reference as a material part of this Agreement.
2. **BILLING AND PAYMENT.** The Coalition agrees to pay Contractor up to Sixty Five Thousand dollars and No Cents (\$65,000.00) on a cost reimbursement basis. The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the Coalition, in writing, which shall be delivered or mailed to the Coalition Finance Department. These monthly invoices are due and payable within 7 calendar days of the Coalition’s receipt of reimbursement for these amounts from the State of Florida.
3. **CFDA NUMBERS:** The Catalog of State Financial Assistance Numbers related to the Contractor’s grant award are: 93.575, 93.596, 93.558, 93.667 (Federal) and 75.005, (State).

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

4. **CONTRACT RELATIONSHIP:** A vendor relationship exists between the Contractor and the Coalition. The Contractor is subject to the Florida Single Audit Act (FSAA).
5. **ENERGY EFFICIENCY:** The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
6. **TERM; CANCELLATION.** This Agreement shall commence on July 1, 2015, and shall expire on June 30, 2016. The Coalition shall have the right to cancel this Agreement, with or without cause, at any time without further obligation to the Contractor except for payments due for services provided prior to the date of cancellation.
7. **INDEPENDENT CONTRACTOR.** The Coalition and Contractor agree and acknowledge that Contractor shall serve as an independent contractor of the Coalition.
8. **DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance. The Coalition shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the Coalition's right to protect its rights from interference by a third party to this Agreement.
9. **ENFORCEMENT OF AGREEMENT.** In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the Parties agree that the prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.
10. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the Coalition and the Contractor.
11. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the Coalition and the Contractor, both the Coalition and the Contractor have complied with all the requirements of law, and both the Coalition and the Contractor have full power and authority to comply with the terms and provisions of this instrument.
12. **NOTICES.** All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the Parties, as follows:

**A. If to Contractor:** Taylor County School District  
318 North Clark Street  
Perry, Florida 32347

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

Attn: \_\_\_\_\_

**B. If to the Coalition:** Early Learning Coalition of the Big Bend Region  
1940 North Monroe Street, Suite 70  
Tallahassee, Florida 32303  
Attn: Matt Guse, CEO

**With a copy to:** Hopping Green & Sams, P.A.  
123 South Calhoun Street  
Post Office Box 6526  
Tallahassee, Florida 32314  
Attn: Brian A. Crumbaker

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the Coalition and counsel for the Contractor may deliver Notice on behalf of the Coalition and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth herein.

- 13. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the Coalition and the Contractor as an arm's length transaction. Both Parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, both Parties are deemed to have drafted, chosen, and selected the language, and the doubtful language will not be interpreted or construed against either the Coalition or the Contractor.
- 14. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the Coalition and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Coalition and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Coalition and the Contractor and their respective representatives, successors, and assigns.

NOW THEREFORE, in consideration of the premises set forth herein, Coalition and the Contractor agree as follows –

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

**A. Agreement documents**

The Agreement consists of the following documents –

- 1. Exhibit I - Special Conditions.**
- 2. Exhibit II - Scope of Work.**
- 3. Exhibit III - Audit Requirements.**
- 4. Exhibit IV - Assurances and Certifications.**

**B. Compliance with applicable laws is required by the Contractor**

- 1. Applicable federal laws and regulations include but are not limited to –**
  - 1.1.** 2 CFR § 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - 1.2.** 2 CFR § 25.110 – Central Contractor Registration (CCR) and Data Universal Number System (DUNS) Numbers.
  - 1.3.** 45 CFR Part 75, Department of Health and Human Services Implementation of OMB’s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (aka 2 CFR§200).
  - 1.4.** 45 CFR part(s) 260-265 –TANF regulations (related to 2.3).
  - 1.5.** Child Care Development Block Grant (CCDBG) Act of 2014 (Pub L 113-186);
  - 1.6.** CCDBG Act of 1990, as amended 42 U.S.C. s. 9858 et.seq;
  - 1.7.** 45 CFR part 98 – CCDF – Final Rule.
  - 1.8.** 45 CFR part 99 – Procedures for Hearings for the CCDF.
  - 1.9.** CCDF Discretionary Fund governing requirements – Title VI. Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and subsequent amendments, codified at 42 USC 9858-9858, et seq.
  - 1.10.** CCDF Mandatory and Matching Funds –Section 418 of Title IV-A of the Social Security Act as amended by PRWORA, codified at 42 USC 618.
  - 1.11.** Other applicable requirements from the Code of Federal Regulations (USDHHS)–
  - 1.12.** 45 CFR part 82 – Drug-Free Workplace Act Common Rule.
  - 1.13.** 45 CFR part 93 – Byrd Anti-Lobbying Amendment Common Rule.
  - 1.14.** American Competitiveness and Corporate Accountability Act of 2002, aka the Sarbanes-Oxley Act (SOX) -
  - 1.15.** Sections 802 and 1102, Prohibited from destroying documents while official proceedings are underway.
  - 1.16.** Section 1107, Protection for whistleblowers (employees and other individuals).
  
- 2. The Contractor shall comply with the following State laws and regulations –**
  - 2.1.** Chapter 1002, part V, Florida Statutes (F.S.) – Voluntary Prekindergarten Education Program (VPK).
  - 2.2.** Chapter 1002, part VI, F.S. – School Readiness (SR) Program.
  - 2.3.** Provisions related to SR of the current USDHHS-approved TANF State Plan including all approved amendments or revisions, as administered by the Department of Children and Families (DCF).

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

- 2.4.** Provisions of the current USDHHS-approved CCDF State Plan including all approved amendments or revisions, as administered by OEL.
- 2.5.** 6M-4, Florida Administrative Code (F.A.C.) - School Readiness Program Rules.
- 2.6.** 6M-8, F.A.C. - Voluntary Prekindergarten Education Program Rules.
- 2.7.** 6M-9, F.A.C. - Early Learning Coalitions Rules.
- 2.8.** Chapter 112, F.S., Public Officers and Employees –
  - 2.8.1.** Section 112.061, F.S. – Per Diem and travel expenses of public officers, employees and authorized persons.
  - 2.8.2.** Section 112.313, F.S. – Standards of conduct for public officers, employees or agencies and local government attorneys.
  - 2.8.3.** Section 112.3135, F.S. – Restriction on employment of relatives.
  - 2.8.4.** Section 112.3143(1) (b), F.S. – Voting conflicts.
- 2.9.** Procurements –
  - 2.9.1** Section 215.971, F.S. – Agreements funded with federal or state assistance.
  - 2.9.2** Section 287.057, F.S. – Procurement of commodities or contractual services.
  - 2.9.3** Section 287.058, F.S. – Contract document.
- 2.10.** Chapter 119, F.S., Public Records.
  - 2.10.1** Section 119.01, F.S. – General state policy on public records.
  - 2.10.2** Section 119.07, F.S. – Public Records.
- 2.11.** Other state laws and regulations –
  - 2.11.1.** Section 11.062, F.S. – Use of state funds for lobbying prohibited; penalty.
  - 2.11.2.** Section 17.04, F.S. – To audit and adjust accounts of officers and those indebted to the state.
  - 2.11.3.** Section 20.052, F.S. – Advisory bodies, commissions, boards.
  - 2.11.4.** Section 39.201, F.S. – Proceedings related to children.
  - 2.11.5.** Section 39.604, F.S. – Rilya Wilson Act attendance and reporting responsibilities.
  - 2.11.6.** Section 215.42, F.S. – Purchases from appropriations, proof of delivery.
  - 2.11.7.** Section 215.422, F.S. – Payments, warrants and invoices; processing time limits; and dispute resolution.
  - 2.11.8.** Section 215.97, F.S. – Florida Single Audit Act.
  - 2.11.9.** Section 216.181, F.S. – Approved budgets for operations and fixed capital outlay.
  - 2.11.10.** Section 216.301, F.S. – Appropriations; undisbursed balances.
  - 2.11.11.** Section 216.345, F.S. – Professional or other organization membership dues; payment.
  - 2.11.12.** Section 216.347, F.S. – Disbursement of grants and aids appropriations for lobbying prohibited.



**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

- 2.11.13.** Section 252.365, F.S. – Emergency coordination officers; disaster-preparedness plans.
- 2.11.14.** Chapter 274, F.S. – Tangible Personal Property.
- 2.11.15.** Section 286.25, F.S. – Publication or statement of state sponsorship.
- 2.11.16.** Section 287.017, F.S. – Purchasing categories, threshold amounts.
- 2.11.17.** Section 287.0943, F.S. – Certification of minority business enterprises.
- 2.11.18.** Section 287.133, F.S. – Public entity crime; denial or revocation of the right to transact business with public entities.
- 2.11.19.** Section 287.134, F.S. – Discrimination; denial or revocation of the right to transact business with public entities.
- 2.11.20.** Section 287.135, F.S. – Prohibition against contracting with scrutinized companies.
- 2.11.21.** Section 402.281, F.S. – Gold Seal Quality Care program.
- 2.11.22.** Section(s) 402.301- 402.319, F.S. – Child Care facilities provisions.
- 2.11.23.** Section 411.223, F.S. – Handicap or High-Risk Condition Prevention and Early Childhood Assistance.
- 2.11.24.** Section 414.39, F.S. – Fraud.
- 2.11.25.** Section 414.411, F.S. – Public Assistance Fraud.
- 2.11.26.** Section 415.1034, F.S. – Mandatory reporting of abuse, neglect, or exploitation of vulnerable adults; mandatory reports of death.
- 2.11.27.** Chapter 427, F.S. – Special Transportation and Communication Services.
- 2.11.28.** Section 435.03, F.S. – Level 1 screening standards.
- 2.11.29.** Section 435.04, F.S. – Level 2 screening standards.
- 2.11.30.** Section 445.032, F.S. – Workforce Services Transitional child care.
- 2.11.31.** Section 943.0542, F.S. – Access to criminal history information provided by the department to qualified entities.
- 2.11.32.** FDOE Travel Policy Manual.
- 2.11.33.** DFS Contract and Grant User Guide.
- 2.11.34.** Florida Reference Guide to State Expenditures.

**C. Effective date**

The agreement shall be effective on July 1, 2015.

**D. Ending date**

The agreement shall end on June 30, 2016, unless the agreement is terminated earlier, extended or renewed as provided herein. All agreement notifications reflect the beginning and ending dates of the agreement period and the dates for submission of the final expenditure report. All conditions stated in the agreement, exhibits and attachments are considered binding on the Contractor.

**E. No obligation before starting date or after ending date**

The Coalition shall not be obligated to pay for costs incurred related to the agreement prior to effective date or after it's ending date.

**F. Extension**

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
 AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
 2015-2016**

Subject to agreement by the parties, extension of the agreement for services shall be in writing for a period not to exceed six months and shall be subject to the same terms and conditions set forth in the initial agreement. There shall be only one extension of the agreement unless the failure to meet the criteria set forth in the agreement for completion of the agreement is due to events beyond the control of the Contractor.

**G. Renewal**

Upon mutual agreement, Contractor and Coalition may renew the agreement, in whole or in part, for a period that may not exceed three years or the term of the agreement, whichever period is longer. The renewal must be in writing and signed by both parties, and it is subject to availability of funds.

**H. Agreement Manager for the Coalition and Contractor**

The Agreement manager is responsible for enforcing performance of the contract terms and conditions and serves as a liaison between the ELC and Contractor.

Coalition's Agreement Manager	
Name:	<b>Travis L Gordon</b>
Title:	Director of Finance
Address:	1940 North Monroe Street Suite 70 Tallahassee, FL
Zip Code:	32303
Office Phone:	850.552.7339
E-mail Address:	tgordon@elcbigbend.org

Contractor's Agreement Manager	
Name:	<b>Jean Drawdy</b>
Title:	Early Learning Resource Specialist
Address:	Taylor County School District 318 North Clark Street Perry, FL 32347
Zip Code:	32347
Office Phone:	850.223.1670
E-mail Address:	jean.drawdy@taylor.k12.fl.us

**I. Change in agreement managers**

In the event that any party designates different agreement managers after the execution of the agreement, notice of the foregoing information for the new grant manager will be transmitted by email or sent in writing to all of the parties and said notification will be attached to copies of the agreement.

**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

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**EARLY LEARNING COALITION OF THE BIG BEND REGION, INC  
AGREEMENT FOR SERVICES – TAYLOR COUNTY SCHOOL BOARD  
2015-2016**

**J. Execution**

In consideration of the mutual covenants set forth above and in the exhibits hereto, the parties have caused to be executed this agreement by their undersigned officials duly authorized.

Taylor County School District

By:	(signature required below)
Printed Name:	
Title:	
Date:	

Early Learning Coalition of the Big Bend Region, Inc.

By:	(signature required below) 
Printed Name:	Matthew Guse
Title:	CEO/Executive Director
Date:	

**EXHIBIT I**  
**SPECIAL CONDITIONS**

**A. Accessible Electronic Information Technology**

The ELC hereby agrees that by entering into this agreement, ELC will, whenever practicable, collect, transmit and store contract, program and project-related information in open and machine readable formats rather than in closed formats or on paper as provided in 2 CFR §200.335, *Methods for collection, transmission and storage of information*.

**B. Allowable costs**

In accounting for and expending grant funds, a recipient and/or contractor may only charge expenditures to the grant award if they are – (a) in payment of obligations incurred during the approved grant period, (b) in conformance with the approved program services, (c) in compliance with all applicable statutes and regulatory provisions, (d) costs that are allocable to a particular cost objective, (e) spent only for reasonable and necessary costs of the program and (f) not used for general expenses required to carry out other responsibilities of the grantee.

**C. Sponsorship/public announcements**

Contractor agrees to comply with s. 286.25, F.S., and use the following statement in publicizing, advertising or describing the sponsorship of early learning projects the Contractor fully or partially finances with state funds or funds from a state agency – “Sponsorship by (name of organization) and the state of Florida, Office of Early Learning.” If the referenced sponsorship is in written material, the words “Office of Early Learning” shall appear in the same size letters or type as the Coalition’s name.

1. Contractor shall only use OEL logos that have been approved by OEL and Coalition logos that have been approved by Coalition. This section does not apply to Contractor logos.
2. Contractor agrees to comply with Public Law (P.L.) 103-333, s. 508, when the school district issues statements, press releases, requests for proposals, bid solicitations and other documents describing a project or program that federal money funds in whole or in part. The law requires the Contractor and its sub recipients to clearly state the percentage of the total cost of the program or project that federal money will finance, the dollar amount of federal funds used for the project or program, and the percentage and dollar amount of the total cost of the project or program that non-governmental sources will finance.

**D. Background screening**

“Qualified entity”, as defined in s. 943.0542, F.S., means a business or organization, whether public, private, operated for profit, operated not-for-profit or voluntary, that provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care placement services.

Contractor is a qualified entity and therefore shall register with the Florida Department of Law Enforcement (FDLE). The entity shall have all employees assigned to work on this agreement screened in a manner consistent with s. 943.0542, F.S.

1. Contractor shall require any sub recipient, contractor, or subcontractor it retains that also meets the definition of qualified entity to likewise register and have all of the employees it assigns to work under the terms of this agreement screened in a manner consistent with s. 943.0542, F.S.
2. Contractor shall obtain the following documentation for new employees prior to their first day of employment. For monitoring and audit purposes, Contractor shall maintain

**EXHIBIT I**  
**SPECIAL CONDITIONS**

on file verification for all Contractor personnel and any sub recipient or contractor's personnel, if applicable and unless excluded as described below, assigned to work on this agreement –

- a. Documentation the individual complies with the background screening standards set forth in s. 435.04, F.S.
- b. The highest level of education claimed, if the position requires.
- c. All applicable professional licenses claimed, if the position requires.
- d. Applicable employment history, if the position requires.
- e. To be in compliance, employee background screenings must be from no earlier than five years before this agreement's effective date.
- f. Contractor shall update the background screening every five years before the anniversary date of the prior background screening check and thereafter if the individual continues performing under this agreement.
- g. Contractor shall repeat the background screening if there is a 90-day lapse in employment from working on this agreement. Contractor shall rescreen the person before assigning the person to this agreement.
- h. Contractor shall arrange for and pay all the costs for background screenings.
- i. Contractor shall require each employee it assigns to this agreement to notify Contractor within 10 days of being arrested for any criminal offense.
- j. Contractor shall review the alleged offense, determine if the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on this agreement.
- k. Contractor shall not allow the employee to return to work on this agreement until cleared of all charges.
- l. Contractor board members and volunteers who interact with children on an intermittent basis for less than 10 hours per month are not required to be background screened as long as a person who meets the background screening requirements of the agreement has the board member or volunteer in his or her line of sight during any interaction with children.
- m. Contractor shall require its sub recipient or contractor to –
  1. Require each employee it assigns to a contract with the Coalition to notify the Coalition within 10 days of being arrested for any criminal offense.
  2. Review the alleged offense, determine if the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on the contract.
  3. Not permit the employee to return to work on the contract until cleared of all charges.
3. Any sub recipient, contractor or subcontractor who does not meet the definition of "Qualified Entity" but who will perform duties under contract with Contractor and who is permitted access to a child care location while children are present, or who will have access to confidential information about the children in care or their family shall comply with all of the above.
4. Any contractor or subcontractor who does not meet the definition of "Qualified Entity" and who will perform duties under this contract but will have absolutely no interaction with nor be present around a child in care nor will they have access to any confidential

**EXHIBIT I**  
**SPECIAL CONDITIONS**

information about either a child in care or his family is not required to submit its employees to a background screening.

**E. Procurement**

Contractor must comply with federal and the procurement requirements of ss. 215.971, 287.057, and 287.058, F.S. However, the Contractor is not required to competitively procure direct service providers for the SCHOOL READINESS or VOLUNTARY PREKINDERGARTEN Education Programs.

**F. Prior approval requests**

To comply with OMB Circular A-122 (2 CFR part 230), Cost Principles for Non-profit Organizations, and OEL Fiscal Guidance 240.05, Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements, Contractor shall request and obtain prior written approval from Coalition before purchasing select items of cost.

**G. Related party contracts**

Contractor shall follow statute and provide the Coalition contract documentation for any contracts with Contractor employees, Taylor School District governing board members or relatives of either group as s. 112.3143(1)(b), F.S., defines. Contractor must comply with requirements in state statute and OEL instructions (s. 1002.84(20), F.S.).

1. Any governing board member(s) benefitting from Coalition contract(s) must disclose in advance the conflict of interest and must abstain from the vote process.
2. The impacted individual must complete the necessary conflict of interest disclosure forms.
3. The Contractor shall present all such contracts to the Contractor's governing board for a vote. A valid approval requires two-thirds vote of the Contractor's board, a quorum must be established.
4. The Contractor shall not enter into or execute a contract in excess of \$25,000 with a member of the Contractor's board or relative of a board member without ELC's prior approval.
5. The Contractor does not have to obtain ELC's prior approval for contracts below \$25,000.
  - a. However, the Contractor must adequately disclose and properly report and track such contract activity.
  - b. The Contractor shall report such contracts to ELC Coalition within 30 days after receiving approval from the Contractor's governing board.

**H. Property**

1. Property purchased in whole or in part with federal funds shall be used for the purpose of that federal program and accounted for in accordance with applicable federal and state statutes, rules and regulations. The Contractor shall comply with the provisions of 45 CFR part 74.32 for real properties, 45 CFR part 74.34 for equipment and 45 CFR part 74.35 for supplies. The Contractor shall include in all sub recipient contracts, and any vendor contracts for services that include purchasing/procuring equipment, language that requires property a sub recipient purchases with funds provided under the agreement to revert to the Contractor upon contract termination.

In accordance with OEL Fiscal Guidance 240.02, title to all property acquired with funds provided to the Contractor under this agreement shall be vested in the Contractor; however, title and ownership shall be transferred to ELC upon termination of the Contractor's participation in early learning programs, unless otherwise authorized in writing by Coalition.

**EXHIBIT I**  
**SPECIAL CONDITIONS**

2. The term “nonexpendable property” shall include all tangible personal property and books, which meet the criteria, set forth in Rule 69I-72.002, FAC. In accordance with OMB circular A-122 (2 C.F.R. part 230, Appendix B, item number 15) and in compliance with OEL Fiscal Guidance 240.05, Guidance on Prior Approval Procedures for Selected Costs and Administrative Requirements, property shall not be purchased with program funds without prior approval from OEL (Exhibit 1 D.).
  3. Contingencies such as liens or other liabilities shall not be placed upon assets purchased with program funds, nor shall non-expendable property purchased with program funds be used as collateral.
  4. In accordance with OEL Fiscal Guidance 240.02 – Tangible Personal Property, the funding sources for the purchase of all such property shall be identified and all such property purchased in the performance of the Early Learning programs shall be listed on the property records of the Contractor. The Contractor shall inventory annually and maintain accounting records for all equipment purchased in accordance with OEL Fiscal Guidance 240.02, relevant Florida Statutes, OMB Circulars and administrative rules.
- I. Office of Minority Business Enterprise Report**
- Coalition is dedicated to supporting, tracking and increasing its small minority business enterprise spending with prime contractors and subcontractors as s. 287.0943, F.S., requires. The Contractor shall submit the Minority Sub Contractors Utilization Summary report quarterly to the Coalition, regardless of whether the Contractor has spent the funds with a small, minority-, women-, and service-disabled veteran business enterprise subcontractor for the quarter. The Contractor shall submit the expenditures report to the Coalition along with monthly invoice.
- J. Personnel**
- The Contractor shall use the U.S. Department of Homeland Security’s E-Verify system to verify employment eligibility for new hires. Failure to do so shall be cause for Coalition to unilaterally cancel this agreement.
- The Contractor shall notify Coalition in advance but no later than five working days after any changes in the Contractor’s telephone number (parent line and main line), email or physical address or key personnel positions. Key personnel positions include the executive director, the director of program operations and the finance officer. Changes in key personnel may include, but are not limited to, resignations and other employment terminations, and approved leaves of absence of six weeks or longer. Such notification shall be in writing and shall include information related to assigned replacement staff. The Contractor shall email notices regarding address changes or key personnel staffing changes to [finance@elcbigbend.org](mailto:finance@elcbigbend.org).
- K. Fiscal and administrative control**
- The Contractor shall neither assign nor subcontract direct fiscal or administrative control or responsibility for the agreement to another party. The Contractor shall at no time assign control over administrative functions to any individual or organization other than the Contractor. The Contractor is solely responsible for maintaining all fiscal records and shall retain direct management of, direct access to and complete control over all fiscal and administrative functions and records.
1. The Contractor may contract with a vendor for general accounting and human resource functions; however, such contracts shall specify that the Contractor shall have immediate accessibility to all records and documents. The vendor must, by law, maintain required confidential data.



**EXHIBIT I**  
**SPECIAL CONDITIONS**

2. The Contractor shall notify Coalition within 48 hours that the Contractor formally initiated a contract for services' alteration or termination. The Contractor shall also notify Coalition within 48 hours if the Contractor's board approves any motion to alter or terminate a contract for services. A contract for services is a contract for system support or direct enhancement services. Once the Contractor's board approves, the Contractor shall, a minimum of 90 days prior to the service transition to Coalition for review and approval, if appropriate. The Coalition's plan shall outline the transition for services. The change may alter the status of relevant portions of the plan from "approved" to "approved with conditions" while the Contractor implements its board-approved changes.
3. In emergency situations when the Contractor is unable to meet this section's notice requirements, the Contractor shall immediately notify Coalition of any action altering or terminating a contract for services or requiring the Contractor to directly offer services another entity previously provided on the Contractor's behalf. For purposes of this section, "emergency situations" are those circumstances that qualify for emergency action under s. 287.057, F.S., and the Contractor shall follow the statutory requirements for emergency procurement. The Contractor's executive director or board chair must prepare a written statement certifying the emergency as valid. The Contractor must prepare the written statement of an emergency within 30 days of the contractor or Contractor beginning to render the service and must state the particular facts and circumstances that precluded the execution of the written agreement before the rendering of the service.

**L. Florida Abuse Hotline reporting**

In compliance with ss. 39.201 and 415.1034, F.S., all Contractor employees shall immediately report knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE) if the employee knows or has reasonable cause to suspect:

That a parent, legal custodian, caregiver or other person responsible for a child's welfare has abused, abandoned or neglected a child or that a child is in need of supervision and care and has no parent, legal custodian or responsible adult relative immediately known and available to provide supervision and care, or that someone is abusing, neglecting or exploiting a vulnerable adult.

**M. State and federal requirements**

The Contractor shall comply with the Coalition's approved plan and applicable federal and state laws, rules and regulations when expending funds it receives or earns under this agreement for early learning programs and services.

**N. Assignments and subcontracts**

Upon giving prior written notice to the Contractor, Coalition shall at all times retain the ability to assign or transfer its rights, duties or obligations under the agreement to another state of Florida governmental agency. The Contractor agrees not to assign the responsibility for the agreement to another party without Coalition's express written approval. The Contractor agrees to notify Coalition prior to changing its early learning programs service delivery provider. In the event Coalition or a state of Florida agency approves the Contractor's transfer of obligations, the Contractor retains responsibility for all agreement-related work and expenses. In addition, the agreement shall bind the Contractor's successors, assigns and legal representatives to any legal entity that succeeds Coalition's obligations. The Contractor's agreements and contracts with sub recipients must contain

**EXHIBIT I**  
**SPECIAL CONDITIONS**

this agreement's special conditions and audit requirements. The Contractor's agreements with sub recipients shall only include applicable scope of work provisions of this agreement.

**O. Independent contractor status**

In the Contractor's performance of its duties and responsibilities under the agreement, it is mutually understood and agreed that the Contractor is at all times acting and performing as an independent contractor and not as a division or subpart of Coalition. Nothing in the agreement is intended to or shall be deemed to constitute a partnership or joint venture between the parties.

**P. Insurance and risk mitigation**

1. The Contractor shall maintain liability insurance coverage on a comprehensive basis and hold such liability insurance at all times during the existence of the agreement and any renewal(s) or extension(s) of it. By execution of the agreement, the Contractor accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the Contractor and the clients to be served under the agreement.
2. The Contractor shall maintain errors and omissions insurance on its board members.
3. The Contractor shall maintain fidelity bonding of its fiscal personnel.
4. The Contractor shall maintain a disaster recovery plan within its continuity of operations plan (COOP) for unforeseen circumstances whether they are natural or man-made disasters. (Reference Exhibit II Scope of Work D.4.).
5. The Contractor will have and continuously maintain all other types of insurance as required by law.

**Q. Indemnification**

The Contractor shall be liable for and indemnify, defend and hold Coalition and all of its officers, directors, agents and employees harmless from all claims, suits, judgments or damages that arise from the Contractor or any of its agents, subcontractors or employees' acts, actions, neglect or omissions during the early learning programs' performance or operations under the agreement or any subsequent modifications thereof. This includes attorney fees and costs. This indemnification holds whether liability is direct or indirect, and whether damage is to any person or tangible or intangible property.

**R. Public entity crimes**

Section 287.133(3)(a), F.S., states that a person or affiliate on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity to construct or repair a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not receive or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount stated in s. 287.017, F.S., for Category Two (\$35,000) for a period of 36 months following the convicted vendor list placement date. By signing the agreement, the Contractor acknowledges that it and any subcontractors or sub recipients receiving early learning program funds through the Contractor are operating in compliance with this section.

Parties excluded from receiving federal contracts or financial and nonfinancial assistance and benefits may not receive federal or state funds. Prior to contract or agreement execution, the Contractor shall verify that no party to the agreement is on the Federal

**EXHIBIT I**  
**SPECIAL CONDITIONS**

Excluded Parties List or the United States Department of Agriculture Food Program National Disqualified List. The Contractor shall maintain verification documentation.

**S. Notification of legal action**

The Contractor shall notify Coalition of legal actions taken against it or potential actions such as lawsuits related to services provided through this agreement, that may impact the Contractor's ability to deliver the contractual services or that may adversely impact Coalition. The Contractor shall notify Coalition in writing within 24 continuous hours of becoming aware of such actions or from the day of the legal filing, whichever comes first.

**T. Warrant of ability to perform**

The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, litigation or investigation, or any other legal or financial condition that would in any way prohibit, restrain or diminish the Contractor's ability to perform under the agreement. The Contractor shall immediately notify ELC in writing if its ability to perform is compromised in any manner or if it becomes involved in any litigation during the term of the agreement.

**U. Force majeure and notice of delay from force majeure**

Neither Coalition nor Contractor shall be liable to the other for any delay or failure to perform under the agreement if such delay or failure is neither the fault nor the negligence of the Coalition or Contractor or their employees or agents. This holds true if the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods or other similar cause wholly beyond the party's control, or for any of the foregoing that affects subcontractors or suppliers if there is no available alternate supply source. However, in the event of delay from the foregoing causes, the OEL or ELC shall take all reasonable measures to mitigate any and all resulting delays or disruptions in the OEL or ELC's performance obligation under the agreement. If the delay is excusable under this paragraph, the delay will not result in any additional charge or cost to either OEL or ELC under the agreement. In the case of any delay the ELC believes is excusable under this paragraph, the ELC shall notify OEL and describe the cause of the delay or potential delay in writing within 10 calendar days after the cause that creates or will create the delay.

The foregoing shall be the ELC's sole remedy or excuse regarding the delay. The ELC must provide notice in strict compliance with this paragraph to receive the remedy. OEL, in its sole discretion, will determine if the delay is excusable under this paragraph and will notify the ELC of OEL's decision in writing. The ELC shall not assert a claim for damages, other than for an extension of time, against OEL. The ELC is not entitled to an increase in the agreement price or payment of any kind from OEL for direct, indirect, consequential, impact or other costs, expenses or damages. These include, but are not limited to, costs of acceleration or inefficiency due to delay, disruption, interference or hindrance from any cause whatsoever.

If any of the causes this paragraph describes are suspended or delayed performance, in whole or in part, after the causes have ceased to exist, the Contractor shall perform at no increased cost, unless Coalition determines, in its sole discretion, that the delay will significantly impair the agreement's value to ELC or the state. In which case, ELC may do any or all of the following actions:

**EXHIBIT I**  
**SPECIAL CONDITIONS**

1. Accept the Contractor's allocated performance or deliveries, provided that the Contractor grants Coalition preferential treatment for products or services subjected to allocation.
2. Purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products or services the delay affects. The Coalition may deduct the purchases from the agreement funds.
3. Terminate the agreement in whole or in part.

**V. Intellectual property rights**

1. All data Coalition creates or the Contractor receives from Coalition, whether electronic or hardcopy, during the duration of this agreement is Coalition's property. The Contractor shall surrender it to Coalition at no cost to Coalition upon expiration, termination or cancellation of this agreement (see 45 CFR part 92.36(i)(9)). The following terms and conditions apply to all grants recipients, unless explicitly waived. With respect to all products created by the Contractor pursuant to this agreement, said materials will be the property of Coalition.
  - a. To the extent that any product constitutes a "work" within the meaning of U.S. copyright laws, 17 United States Code Service (USCS) 101, et seq., it shall be a "work for hire." In the event that a court of competent jurisdiction determines that a product or material is not a work for hire as a matter of law, the Contractor shall assign and convey to Coalition all right, title and interest in the product or material and require its employees and subcontractors to do the same.
  - b. The Contractor agrees that its employees will not assert any ownership of the product produced pursuant to this agreement. The Contractor shall be responsible for acquiring necessary releases or establishing appropriate contract provisions in its dealings with employees and subcontractors in order to secure Coalition's rights.
  - c. Any claim by the Contractor of ownership of pre-existing copyrights should be explicitly stated in the project documentation.
  - d. The Contractor agrees that if it hires any third party to perform any work pursuant to this agreement, the work shall be on a "work for hire" basis and shall not in any way infringe upon Coalition's ownership of the product.
  - e. The Contractor agrees not to convey any rights in the product to a third party.
  - f. If the Contractor hires a third party to perform any work that involves the use of pre-existing intellectual content owned by the third party, the third party shall expressly assert its ownership of the content and shall grant the Contractor and Coalition the non-exclusive license to use the product.
2. A licensing agreement or other agreement regarding the use of intellectual property developed pursuant to this agreement may be developed between Coalition and the Contractor in order to further the use of the products in the educational community.
3. Pursuant to 45 CFR part 92.36(i)(8), the Contractor agrees that to the extent applicable under this agreement to comply with the following –
  - a. That contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the contractor in any resulting invention in accordance with 37 C.F.R. part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative agreements", and any implementing regulations issued by the awarding agency. See this link for complete details if

**EXHIBIT I**  
**SPECIAL CONDITIONS**

applicable: <http://www.gpo.gov/fdsys/pkg/CFR-2011-title37-vol1/pdf/CFR-2011-title37-vol1-chapIV.pdf>.

**b.** If any discovery or invention arises or is developed in the course or as a result of work or services performed with funds from the agreement, or in any way connected with Early Learning programs, the Contractor shall refer the discovery or invention to Coalition.

4. Pursuant to s. 286.021, F.S., if the discovery or invention arises or is developed in connection with the use of state funds, Coalition will refer it to the Department of State to determine whether patent protection will be sought in the name of the state of Florida. Any and all patent rights accruing under or in connection with the performance of the agreement are hereby reserved to the state of Florida.
5. Pursuant to s. 286.021, F.S., and subject to claims of the USDHHS, any and all copyrights accruing under or in connection with the Contractor's execution of its duties under the agreement, funded by Early Learning Program funds, are hereby reserved to the state of Florida.
6. Pursuant to 45 C.F.R. part 92.34, the USDHHS reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes the copyright in any work developed with federal funds through the agreement and any rights of copyright which the Contractor or its sub grantees or contractors purchase with such federal funds.

**W. Order of precedence**

If there is any conflict between the provisions in the agreement and the standards the CCDF State Plan sets forth and federal and state law (in which case, Coalition may modify the agreement from time to time), resolution will occur in the following order of priority. If a lower priority law contains a stricter requirement, the stricter requirement prevails.

1. **Federal law.**
2. **State law.**
3. **The agreement.**
4. **The CCDF State Plan.**

**X. Renegotiation or modification**

Agreement provision modifications shall only be valid when they are in writing and all parties have duly signed and dated them.

**Y. Contingency statement**

An annual legislative appropriation determines the state of Florida's payment obligation under the agreement.

**Z. Termination due to lack of funds**

If funds to finance the agreement become unavailable or if the federal or state governments withdraw or redirect funds upon which the agreement depends, Coalition may terminate the agreement in writing with no less than 24 hours' notice. The Contractor shall receive notice by certified mail with proof of delivery or in person with proof of delivery. Coalition shall be the final authority as to fund availability and will not reallocate funds earmarked for the agreement to another program, thus causing lack of funds.

**AA. Termination for cause**

In the event of termination of this agreement by Coalition for cause, the Contractor shall be liable for Coalition's expenses for additional managerial and administrative services required to complete or obtain the services or items from another contractor.

**EXHIBIT I**  
**SPECIAL CONDITIONS**

**BB. Termination for convenience**

Coalition, by written notice to the Contractor, may terminate the agreement in whole or in part when Coalition determines in its sole discretion that it is in the state's interest to do so. The Contractor shall not furnish any services after it receives the notice of termination, except as necessary to complete the continued portion, if any, of the agreement.

**CC. Governing law**

State of Florida laws applicable to agreements and contracts implemented and wholly performed within the state shall construe and govern the agreement for all purposes. The judiciary system of the state of Florida shall determine all disputes, claims or any other matters. The venue of any and all actions pertaining to this agreement shall be in Leon County, Florida.

**DD. Severability**

If a court of competent jurisdiction determines any term or provision of the agreement unenforceable, Coalition will strike the term or provision. The remainder of the agreement will remain in full force and effect.

**EE. The agreement requires Contractor compliance with the following referenced OEL policies and with any subsequent revisions, which are hereby incorporated by reference –**

1. [Program Guidance 101.02 – Records Confidentiality Policy.](#)
2. [Program Guidance 300.01 IT Security Manual](#)
3. [Program Guidance 202.80 – Early Learning Coalition Annual Report](#)
4. [Program Guidance 440.10 – Office of Early Learning Match Reporting Guidance.](#)
5. [Program Guidance 240.01 – Cash Management Procedures.](#)
6. [Program Guidance 240.02 – Tangible Personal Property.](#)
7. [Program Guidance 240.03 – Collection of a Delinquent Account.](#)
8. [Program Guidance 240.04 – School Readiness Funds Management.](#)
9. [Program Guidance 240.05 – Guidance on Prior Approval Procedures.](#)
10. [Program Guidance 240.06 – Reimbursement Request Requirements for Early Learning Coalitions.](#)
11. [Program Guidance 250.01 – Other Cost Accumulators \(OCAs\) Guidance.](#)

**FF. Cooperation in investigations**

The Contractor shall fully cooperate with Coalition and any other state or federal authorities on any fraud or other types of investigations. This includes, but is not limited to, producing any requested documents and providing witnesses to testify when requested.

**GG. Unallowable or prohibited expenditures**

The [State of Florida Reference Guide for State Expenditures](#), which includes all grant funds, prohibits, unless expressly provided by law, expenditures from program funds for the following items:

1. Congratulatory telegrams.
2. Flowers or telegraphic condolences.
3. Presenting plaques for outstanding service.
4. Entertaining visiting dignitaries.
5. Refreshments such as coffee and doughnuts.
6. Decorative items (e.g., globes, statues, potted plants, picture frames).

**EXHIBIT I**  
**SPECIAL CONDITIONS**

**HH. Prohibited entertainment costs**

OMB Circular A-122 (2 CFR part 230) disallows entertainment costs, including amusement, diversion and social activities and any costs directly associated with such activities (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, gratuities).

**II. Awards and volunteer recognition**

If the Contractor's board authorizes, the Contractor may incur expenditures to award suitable framed certificates, pins and other tokens of recognition to:

1. Retiring employees whose service with the Contractor has been satisfactory, in appreciation and recognition of such service, as s. 110.1245(3), F.S., describes. Such awards may not cost more than \$100, plus applicable tax, each.
2. Contractor employees who demonstrate satisfactory service to the Contractor, in appreciation and recognition of such service, per s. 110.1245(4), F.S. Such awards may not cost more than \$100, plus applicable tax, each.
3. Any appointed member of the Contractor's board whose service to the Contractor has been satisfactory, in appreciation and recognition of such service upon the expiration of such board member's final term, per s. 110.1245(5), F.S. Such awards may not cost more than \$100, plus applicable tax, each.
4. Volunteers who have offered continuous and outstanding service to state-administered programs. The Contractor may honor, reward or encourage such volunteers for their service, per s. 110.503, F.S. Such awards may not cost more than \$100, plus applicable tax, each.

**JJ. Membership dues, subscriptions and licensing fees**

The Contractor shall comply with the terms of s. 216.345, F.S., and 2 CFR part 230.30, when incurring costs related to paying membership dues, subscriptions and licensing fees. Payment information, which must contain a statement that the records of memberships, subscriptions or licenses for which the Contractor paid, maintained at the Contractor shall be public records pursuant to s. 119.01(3), F.S. The organization paid must provide this statement. This public records requirement applies only to the portion of activities of the organization(s) that pertain to the public federal/state grant programs the Contractor funded.

**KK. Prohibited property purchases**

The Contractor may not expend funds appropriated for the SCHOOL READINESS Program for the purchase or improvement of land; for the purchase, construction or permanent improvement of any building or facility; or for the purchase of buses. The Contractor may only expend funds for minor remodeling necessary for the administration of the program and upgrading of childcare facilities to ensure that providers meet state and local child care standards, including applicable health and safety requirements (s. 1002.89(7), F.S.).

**LL. Prohibited lobbying costs**

The Contractor shall comply with state and federal law, including, but not limited to, ss. 11.062(1) and 216.347, F.S., 2 CFR part 230 and 45 CFR part 93 which prohibit the Contractor from using funds awarded under the agreement for lobbying purposes.

**MM. Prohibited food and food-related costs**

Except as otherwise provided by law, the Contractor may not use state, federal or local matching funds directly or indirectly to pay for meals, food or beverages for Contractor board members, Contractor employees or for subcontractor employees (s. 1002.83(12), F.S.).



**EXHIBIT I**  
**SPECIAL CONDITIONS**

**NN. Travel and per diem**

Section 112.061, F.S., specifies in what manner the Contractor may reimburse all travel-related costs Contractor governing board members, employees, agents or subcontractors incur. The statute allows costs for preapproved, reasonable and necessary per diem allowances and travel expenses. The Contractor shall reimburse such costs at the standard travel reimbursement rates that s. 112.061, F.S., establishes, and shall comply with all applicable federal and state requirements.

**OO. CCDF salary limitations**

The Consolidated Appropriations Act, 2012 (P.L. 112-74), enacted Dec. 23, 2011, limits the salary amount that Contractors may award and charge to grants and cooperative agreements that the Administration of Children and Families (ACF) funds. Contractors may not use CCDF award funds to pay an individual's salary at a rate more than the annual maximum Executive Level II federal pay rate. The Federal Executive Pay Scale maximum annual Executive Level II salary for calendar year 2014 is \$181,500 and is accessible annually at [the U.S. Office of Personnel Management website](#). This amount reflects an individual's base salary without fringe benefits and income that an individual may earn outside of the duties to the applicant organization. The Contractor shall apply this salary limitation to sub awards/subcontracts under an ACF grant or cooperative agreement ([Child Care Development Grant Funds Program Specific Terms and Conditions for State and Territory Grantees, V.2013.1 \(12/2012\)](#)).

1. Such grantees may not use grant funds to pay for salary costs that exceed the CCDF cap.
2. Contractors must allocate salaries that multiple funding sources pay and compare these calculations to received program benefits.
3. The Contractor should perform and document an annual analysis using W-2 data.
4. All CCDF-funded grantees and sub-grantees are responsible for assuring compliance with this provision. All such CCDF fund recipients and sub recipients are responsible for enforcing other impacted entities of this compliance requirement.
5. All CCDF-funded grantees shall comply with salary cap reporting requirements outlined in this section.

**PP. Records retention**

The Contractor shall document activities related to SCHOOL READINESS and VOLUNTARY PREKINDERGARTEN implementation, including administrative and reporting responsibilities. Documentation shall be sufficient for an audit trail. The Contractor shall maintain written or electronic documentation of transaction files, policies, processes, controls and other detailed supporting records that the Contractor submit per Coalition instructions and makes available for review upon request.

1. The Contractor shall have/establish a proper accounting system in accordance with generally-accepted accounting standards.
2. The Contractor shall establish and maintain records related to eligibility, enrollment files, provider payments, Contractor staff background screenings and other documents required for implementing early learning programs.
3. The Contractor shall establish a records retention requirement for sign-in and sign-out records for all SCHOOL READINESS and VOLUNTARY PREKINDERGARTEN services. The Contractor may not alter or amend attendance records after Dec. 31 of the subsequent fiscal year.



**EXHIBIT I**  
**SPECIAL CONDITIONS**

4. To comply with generally-accepted accounting procedures and practices, the Contractor shall establish and maintain books, records and documents, including electronic storage media and electronic records. Said procedures and practices shall be in a manner that sufficiently and properly reflects all revenues and funds.
5. The Contractor shall maintain all accounts, records and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under the agreement for a minimum period of five years from the submission date of the final reimbursement request for that grant year or until the resolution of any audit findings or any litigation related to the agreement, whichever occurs last. The Contractor shall account for expenditures from SCHOOL READINESS and VOLUNTARY PREKINDERGARTEN funding separately. The Contractor shall require the same of its subcontractors.
6. The Contractor shall ensure that accounting records reflect the separation of all programs/activities the Contractor administers or for which it receives funding. Records shall adequately identify with Other Cost Accumulators (OCA) the source and funding application for each program/activity. The Contractor shall maintain a clear audit trail showing detail of expenditures related to the applicable program/activity.
7. The Contractor acknowledges that each agency, organization or individual receiving confidential and exempt records in order to carry out official functions must protect the data. Those with access to confidential data must not permit persons other than those authorized to receive the records, to obtain children's or their parents'/guardians' personal identification. It is the Contractor's responsibility to require that its sub recipients and subcontractors follow the same terms and conditions contained in their agreements. The ELC shall require its sub recipients and subcontractors to enter into and use appropriate nondisclosure agreements as necessary to maintain the data's confidentiality and security. The Contractor shall develop processes and procedures to secure the confidential data. The Contractor shall also require individuals who have access to such data to complete an individual nondisclosure form that the Contractor or its contractor shall maintain on file.
8. The Contractor shall comply with the records retention requirements in Florida. The General Records Schedule GS1-SL for State and Local Government Agencies includes the following requirements related to grant files for recipients–

This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received.

The length of retention for these records in Florida is five years after the completion of the agreement provided applicable audits have been released.

**QQ. Records access and confidentiality**

1. All Contractor records classified as public records must be open and available for inspection by any person unless otherwise specified by law. It is the responsibility of the Contractor to maintain records in a location that is accessible to the public.

**EXHIBIT I**  
**SPECIAL CONDITIONS**

2. In accordance with section 1002.97, F.S, the individual records of children enrolled in School Readiness programs provided under s. 1002 Part VI, F.S., held by the Contractor or Coalition, are confidential and exempt from the provisions of section 119.07(1), F.S., and section 24(a), Article I of the State Constitution.
3. In accordance with section 1002.72, F.S., the personally identifiable records of children enrolled in the VOLUNTARY PREKINDERGARTEN program provided under section 1002.53, Florida Statutes, and any personal information contained in those records, are confidential and exempt from section 119.07(1), F.S., and section 24(a), Article I of the State Constitution.
4. The Contractor shall allow the parent the right to inspect and review the individual School Readiness and VOLUNTARY PREKINDERGARTEN program record of his/her child and provide the parent a copy of the record upon request.
5. The Contractor shall allow access to School Readiness and VOLUNTARY PREKINDERGARTEN program records as specified in s. 1002.72 and s. 1002.97, F.S., respectively.

**RR. Allowable costs**

In accounting for and expending grant funds, a recipient and/or sub recipient may only charge expenditures to the grant award if they are – (a) in payment of obligations incurred during the approved grant period, (b) in conformance with the approved program services, (c) in compliance with all applicable statutes and regulatory provisions, (d) costs that are allocable to a particular cost objective, (e) spent only for reasonable and necessary costs of the program and (f) not used for general expenses required to carry out other responsibilities of the grantee.

**SS. More restrictive conditions**

If the Contractor is found to be in noncompliance with fund source requirements or determined to be “high risk” by Coalition the Contractor shall be subject to the imposition of more restrictive conditions.

**TT. Personnel costs – time distribution**

Coalition will base charges to federal projects for personnel costs, whether treated as direct or indirect costs, on payrolls documented in accordance with generally accepted practices from and approved by a responsible official(s) of the contractor/grantee. Such generally accepted practices must comply with the instructions provided in OEL’s Cost Allocation Guidance. When employees work on multiple activities or cost objectives (e.g., more than one federal grant program, a federal grant program and a non-federal grant program, an indirect cost activity and a direct cost activity, two or more indirect activities that are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards :

1. Reflect an after-the-fact distribution of the actual activity of each employee.
2. Account for the total activity for which each employee is compensated.
3. Prepared at least monthly and must coincide with one or more pay periods.
4. Signed by the employee and/or supervisor that has first-hand knowledge of the employee’s performed tasks.

**UU. Supplement, not supplant**

In accordance with program-specific authorizing laws and regulations implementing those laws, federal funds must generally be used to increase, to the extent practical, the level of non-federal funds that would be available in the absence of federal funds, and in no case to replace those federal funds. Federal funds must supplement—add to, enhance, expand,

**EXHIBIT I**  
**SPECIAL CONDITIONS**

increase, extend—the programs and services offered with state and local funds. Federal funds are not permitted to be used to supplant—take the place of, replace—the state and local funds used to offer those programs and services.

## EXHIBIT II SCOPE OF WORK

### A. Statement

#### 1. Purpose

This agreement establishes terms and conditions with which Contractor agrees to comply in exchange for federal and state funds from Coalition. The Contractor shall comply with federal and state statutes or rules superseding the provisions of this agreement.

#### 2. Funding and Budget

The General Appropriation Act shall provide funds for the School Readiness and VOLUNTARY PREKINDERGARTEN Programs. Coalition will notify Contractor of its budget of allocated funding utilizing the Agreement document. Noncompliance with the terms and conditions of this agreement may result in the Contractor losing funds or the Coalition suspending or terminating the agreement or in disallowed costs.

#### 3. Major Goals

- a. Provide support to School Readiness and VOLUNTARY PREKINDERGARTEN providers in the Coalition's Provider Network in Taylor county through:
  - i. On-going communication
  - ii. Dissemination of information
  - iii. Resource development
- b. Maintain School Readiness Provider Resource Room located in Coalition's Taylor County office through:
  - i. Stocking materials
  - ii. Tracking materials
  - iii. Housing materials
  - iv. Setting resource room appointments for Taylor County School Readiness and VOLUNTARY PREKINDERGARTEN providers in the Coalition's Provider Network
- c. Prepare, conduct, and report all technical assistance provided to Taylor County School Readiness and VOLUNTARY PREKINDERGARTEN providers in the Coalition's Provider Network as requested by the providers and/or the Coalition on topics including, but not limited to:
  - i. Parental involvement
  - ii. Cognitive development
  - iii. Motor development
  - iv. Behavior modification
  - v. Literacy
  - vi. Self-help skills
  - vii. Physical health
  - viii. Outdoor health and safety
  - ix. Scaffolding early learning experiences
  - x. Building better learning environments
  - xi. Developmentally appropriate practices for infants and toddlers
  - xii. Administration and record keeping
  - xiii. Program policy
  - xiv. Health and safety
- d. Prepare, conduct, and report all technical assistance provided to Taylor County School Readiness and VOLUNTARY PREKINDERGARTEN providers in the

## **EXHIBIT II SCOPE OF WORK**

Coalition's Provider Network as requested by the providers and/or the Coalition on the following topics:

- i. Teaching Strategies GOLD Assessment
- ii. School Readiness Provider Network Agreement Monitoring Tool
- iii. Voluntary Pre-Kindergarten Monitoring Tool
- e. Prepare, conduct, and report all professional development trainings for Taylor County School Readiness and VOLUNTARY PREKINDERGARTEN providers in the Coalition's Provider Network as requested by the Coalition
- f. Conduct developmental screenings for children participating in the School Readiness program in Taylor County, including the following items, if applicable:
  - i. Create Individual Learning Plans for children who score below cut-off in any domain
  - ii. Provide all required documentation to the parents and providers of all children screened
  - iii. Record all screening results
- g. Attend, as requested, provider services team meetings at the designated Coalition office

#### **4. Reporting/Deliverables**

- a. Contractor will submit the following reports/deliverables to the Coalition's Provider Services Director:
  - i. Quarterly copy of all resource room materials checked-out to providers and a sign-in sheet for providers utilizing the resource room
  - ii. Weekly reporting of all technical assistance conducted
  - iii. Monthly copy of sign-in sheets, hand-outs, course assessment results, and course surveys for each professional development training held
  - iv. Monthly reporting of all children receiving a developmental screening entered into the Coalition's ECE Screening Database
- b. Contractor will submit the following reports to the Coalition's Finance Director:
  - i. Monthly signed invoice summary page
  - ii. Monthly signed and approved PARS for each employee charging time to the project
  - iii. Monthly payroll records for each employee charging time to the project
  - iv. Monthly invoices, purchase orders and receiving documents for all goods and materials charged to the project
  - v. Monthly general ledger of all expenditures charged to the project
  - vi. Yearly CCDF Salary Cap Testing Worksheet
  - vii. Yearly W-2 for each employee charging time to the project

**EXHIBIT II  
SCOPE OF WORK**

**EXHIBIT III**  
**AUDIT REQUIREMENTS**

**1. Accounting and auditing requirements**

- a. The Contractor is subject to the OMB Circular A-133 requirements, which states that agencies shall conduct audits in accordance with generally accepted government auditing standards issued by the U.S. Comptroller General and generally accepted accounting principles (GAAP) identified by the American Institute of Certified Public Accountants (AICPA). The AICPA has identified the Accounting Standards Codification (ASC) developed by the Financial Accounting Standards Board (FASB) as the GASAP applicable to nongovernmental entities such as the contractor.
- b. The Contractor shall provide Coalition with an annual state single audit in accordance with state single audit requirements that s. 215.97, F.S., contains, and the Federal Single Audit Act. The Contractor is subject to monitoring and shall submit the related supporting documents requested in accordance with Exhibit II and the provisions of OMB Circular A-133.
- c. During the course of any state fiscal year, external auditors, the State Auditor General, state or federal inspectors, inspectors general, USDHHS, OEL or others as state or federal agencies designate may review operations of and records from the Contractor.
- d. Any of these reviews may identify questioned costs. The Contractor shall have an opportunity to substantiate or appeal the finding or questioned cost(s). Any unresolved questioned costs may become disallowed costs. Section 17.04, F.S., and OMB Circular A-133, require Contractor to repay disallowed federal and state program costs. Contractors may not pay disallowed costs with federal grant state grant or matching funds.
- e. The Contractor agrees that legal expenses and related costs in the defense or prosecution of any claim or appeal against the state government or any of its agencies are not reimbursable costs. However, applicable OMB Circulars allow reasonable legal expenses and related costs required in administering early learning programs within administrative expenditure limitations for School Readiness and VOLUNTARY PREKINDERGARTEN Programs.

**2. Monitoring**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), the Coalition may conduct or arrange for monitoring of Contractor's activities. Such monitoring activities may include onsite visits by Coalition staff or contracted consultants, limited scope audits as defined by OMB A-133 (as revised), and/or other procedures. By entering into the agreement, the Contractor agrees to comply and cooperate with any monitoring procedures/processes Coalition deems appropriate. The Contractor further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the USDHHS, the Florida DFS or the Florida Auditor General.

**a. Related party disclosures**

To comply with requirements of FASB ASC 850, *Related Party Disclosures*, the Contractor shall include all related party transactions in the financial statement footnote disclosures. GAAS require that financial statement auditors evaluate whether the Contractor adequately disclosed related party transaction(s) in the financial statements. In addition, the Contractor shall comply with all applicable provisions of chapter 112, F.S., Public Officers and Employees.

**b. Internal controls – audit or documentation**

The Contractor shall obtain the internal control work papers from the auditor(s) performing the annual independent financial statement audit. The Contractor shall

**EXHIBIT III**  
**AUDIT REQUIREMENTS**

keep these work papers onsite as part of its financial records and shall provide a copy to Coalition as part of the financial reporting package as instructed in Exhibit III-2-c, Report submission, below.

**c. Internal controls – annual self-assessment**

The Contractor must perform an internal controls self-assessment using Coalition's Internal Control Questionnaire (ICQ). The Contractor shall provide a copy of the completed annual ICQ to Coalition, as instructed below, by the schedule on-site monitoring visit.

To document compliance with OMB Circular A-133 which defines internal control, the annual ICQ will help the Contractor demonstrate that it meets the primary objectives for internal controls pertaining to compliance requirements for federal programs, including:

- i. The Contractor properly records and accounts for transactions
- ii. The Contractor executes transactions in compliance with laws, regulations and contract provisions
- iii. The Contractor safeguards funds, property and other assets against loss due to unauthorized use or disposition
- iv. Coalition will provide the annual ICQ form in electronic format to the Contractor prior to the on-site monitoring visit. The Contractor will submit the completed ICQ to Coalition at time of on-site visit.

**d. Audits**

**i. Federally funded**

This part is applicable if the Contractor is a state or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the Contractor expends \$500,000 or more in Federal awards in its fiscal year, the Contractor must have a single or program-specific audit conducted in accordance with the provisions of the Federal Single Audit Act of 1996 and OMB Circular A-133, as revised. An audit of the Contractor conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the Contractor shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised. This includes, but is not limited to, preparation of financial statements, a schedule of expenditure of Federal awards, a summary schedule of prior audit findings, and a corrective action plan.
3. Such audits shall cover the entire Contractor organization for the organization's fiscal year. Compliance findings related to contracts with the Coalition shall be based on the contract requirements, including any rules, regulations, or statutes referenced in the Agreement. All questioned costs and liabilities due to the Coalition shall be fully disclosed in the audit report with reference to the Coalition contract involved.
4. If not otherwise disclosed as required by section .310(b)(2) of OMB Circular A-133, as revised, the schedule of expenditures of Federal awards shall identify expenditures by contract number for each contract with the Coalition in effect during the audit period.
5. If the Contractor expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Contractor expends less than



**EXHIBIT III**  
**AUDIT REQUIREMENTS**

\$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from Contractor resources obtained from other than Federal entities).

6. Although the audit provisions of OMB Circular A-133 ordinarily do not apply to for-profit sub recipients, in the case of Federal funding provided by the United States Department of Health and Human Services, OMB Circular A-133 does apply. See 45 CFR, Part 74.26 for further details.
7. A web site that provides links to several Federal Single Audit Act resources can be found at: <http://harvester.census.gov/sac/sainfo.html>

**ii. State funded**

The provisions of this part are applicable if the Contractor is a non-state entity as defined by section 215.97, Florida Statutes (the Florida Single Audit Act).

1. In the event that the Contractor expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year, the Contractor must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, Florida Statutes; applicable rules of the Department of Financial Services and chapter 10.550 (local governmental entities) or chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the Contractor shall ensure that the audit complies with the requirements of section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the Contractor expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, is not required. In the event that the Contractor expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the Contractor's resources obtained from other than state entities).
4. Additional information regarding the Florida Single Audit Act can be found at: <https://apps.fldfs.com/fsaa/>

**iii. Report submission**

1. The Contractor shall submit one copy of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and as Section d(ii) of this Exhibit requires, directly to:

Early Learning Coalition of the Big Bend Region, Inc.  
1940 N. Monroe Street Suite 70  
Tallahassee, FL 32301

2. Any reports, management letter, or other information required to be submitted to the Coalition pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550

**EXHIBIT III**  
**AUDIT REQUIREMENTS**

(local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable. The Contractor, when submitting financial reporting packages to the Coalition for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient/sub recipient in correspondence accompanying the reporting package.

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

The Coalition will not award a contract where the Contractor has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Contractor hereby certifies and assures that it will fully comply with the following:

1. Assurances – Non Construction Programs (SF 424 B)
2. Debarment and Suspension Certification (29 CFR Part 95 and 45 CFR Part 74)
3. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)
4. Drug-free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
5. Certification Regarding Convicted Vendor List And Discriminatory Vendor List
6. Certification Regarding Separation of Voluntary PreKindergarten Education Program and School Readiness Program Funds (section 411.01(9)(d) Florida Statutes, section 1002.71(1) and (7) Florida Statutes and 45 CFR Part 98.54
7. United States Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995
8. Trafficking Victims Protection Act of 2000, as amended (section 106 (g) and 22 U.S.C. 7104)
9. Certification Regarding Environmental Tobacco Smoke - Pro-Children Act of 1994 (part C. P.L 103-227
10. Certification regarding sub recipient monitoring
11. Certification Regarding Immigration Status
12. Certification Regarding Standards of Conduct
13. Certification regarding prohibition for distribution of funds to the Association of Community Organization for Reform Now (ACORN)
14. The Transparency Act, as 2 CFR Part 170, defines
15. Equal Employment Opportunity (EEO)
16. Clean Air Act (42 USC 7401, et seq.) and the Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)
17. Energy efficiency
18. Scrutinized companies lists
19. Davis Bacon Act, as amended (40 USC 276a, et seq.)
20. DUNS number – Data Universal Numbering System
21. System for Award Management (SAM)

By signing the agreement, the Contractor agrees to comply with the above assurances and certifications, detailed below:

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

**1. Assurances – non-construction programs.**

Note: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the Coalition.

As the duly authorized representative, I certify that the Contractor:

- a. Will give the Coalition, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- b. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organization conflict of interest, or personal gain.
- c. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- d. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, subpart F).
- e. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. '794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
- f. Will comply with, or has already complied with, the requirements of titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
- g. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

- h. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40.327-333) regarding labor standards for federally assisted construction sub agreements.
- i. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- j. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91- 190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et. seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93- 205).
- k. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components of potential components of the national wild and scenic rivers system.
- l. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a- 1 et seq.).
- m. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by the funds awarded in this Agreement.
- n. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89- 544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching or other activities supported by the funds awarded in this Agreement.
- o. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- p. Will cause to be performed the **required** financial and compliance audits in accordance with the single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non- Profit Organizations."
- q. Will comply with all applicable requirements of all other Federal laws, executive order, regulations and policies governing this program.
- r. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay for the non-Federal share of project cost) to ensure proper planning, management and completion of the Agreement.

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

**2. Certification regarding debarment, suspension, and other responsibility matters – primary covered transaction.**

The Contractor certifies to the best of its knowledge and belief, that it and its principals:

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

Where the Contractor is unable to certify to any of the statements in this certification, the Contractor shall attach an explanation to this Agreement.

**3. Certification regarding lobbying – Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

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

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- c. The Contractor shall require that language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**4. Certification regarding drug-free workplace requirements**

The Contractor will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988. Pursuant to the Drug-Free Workplace Act of 1988:45 CFR Part 76subpart F, ss. 76630© and (d)(2), and 76.645(a)(1) and (b), the

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

Contractor through the duly-appointed undersigned representative, attests and certifies that the Contractor will provide a drug-free workplace by the following actions:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition
- b. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - i. The dangers of drug abuse in the workplace
  - ii. The policy of maintaining a drug-free workplace.
  - iii. Any available drug counseling, rehabilitation and employee assistance programs.
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph 1.
- d. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the Agreement, the employee will:
  - i. Abide by the terms of the statement
  - ii. Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- e. Notifying the Coalition in writing ten (10) calendar days after receiving notice from an employee of the employee's conviction of a violation of a criminal drug statute in the workplace or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Division of Grants Management and Oversight  
Office of Management and Acquisition  
U.S. Department of Health and Human Services  
Room 517-D  
200 Independence Avenue  
SW Washington, DC 20201

(Notice shall include the identification number (s) of each affected grant)
- f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (d) with respect to any employee who is so convicted:
  - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended.
  - ii. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local, health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

The following are the sites for the performance of work done in connection with the specific Agreement including street address, city, county, state, and zip code:

Early Learning Resource Office  
318 North Clark Street  
Perry, FL 32347

Check ( ) if there are workplaces on file that are not identified here.

Check ( ) if an additional page was required for the listing of the workplaces.

The Contractor will inform the Coalition of any changes relevant to the provisions of this section.

**5. Certification regarding convicted vendor list and discriminatory vendor list**

The Contractor hereby certifies, through the duly appointed undersigned representative, that neither it, nor any person or affiliate of the Contractor, has been convicted of a public entity crime as defined in section 287.133, F.S., nor placed on the convicted vendor list pursuant to s. 287.134, F.S., all of which can be found on the Florida Department of Management Services website. The Contractor understands and agrees that it must inform Coalition immediately upon any change of circumstances regarding this status.

**6. Certification regarding separation of Voluntary PreKindergarten education program and school readiness program funds**

Pursuant to ss. 411.01(9)(d) and 1002.71(1) and (7), F.S., and 45 CFR part 98.54, the Voluntary PreKindergarten (VPK) Education Program and the School Readiness programs are independent programs, funded by separate state and federal sources. All expenditures made and fiscal records maintained by the Contractor shall reflect the separation of the expenditure of funds.

The Contractor hereby certifies that:

All School Readiness (Child Care Development Fund, Temporary Assistance to Needy Families, Social Services Block Grant and General Revenue) funds will be expended solely for the operation of the School Readiness programs; and shall be distinctive and clearly identifiable in all fiscal records maintained by the Contractor. All state general revenue funds awarded for the operation of the VOLUNTARY PREKINDERGARTEN Education Program shall be used solely in the operation of the VOLUNTARY PREKINDERGARTEN Education Program and shall be distinctively and clearly identifiable in all fiscal records maintained by the Contractor.

**7. United states departments of labor, health and human services, and education and related agencies appropriations act of 1995**

The United States Health and Human Services Administration for Children and Families Child Care and Development Fund Terms and Conditions require the Contractor to comply with section 507, P.L. 103-333. To the extent practicable, all equipment and products purchased with funds made available in this Act should be American-Made.

**8. Trafficking victims protection act of 2000, as amended, (22, U.S.C. 7104(g))**

This agreement is subject to requirements found in s. 106(g) of the Trafficking Victims Protection Act of 2000, as amended, (22, U.S.C. 7104(g)). The following award term is hereby adopted and incorporated herein by reference as if fully set forth herein:

The United States Health and Human Services Administration for Children and Families Child Care and Development Fund requires the Contractor to comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each agency award (i.e., grant or cooperative agreement) under which funding is provided to a



**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

private entity, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a sub recipient:

- i. Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procures a commercial sex act during the period of time that the award is in effect;
- iii. Uses forced labor in the performance of the award or sub awards under the award.

**9. Certification regarding environmental tobacco smoke Pro-children act of 2001**

The Pro-Children Act of 2001, 42 U.S.C. 7181-7184, imposes restrictions on smoking in facilities where an agency provides federally-funded services. HHS grants are subject to these requirements only if they meet the act's specified coverage. The act specifically prohibits smoking in any indoor facility (owned, leased or contracted) where kindergarten, elementary or secondary education or library services to children under the age of 18 routinely or regularly occur. In addition, the act prohibits smoking in any indoor facility or portion of a facility (owned, leased or contracted) where federally-funded health care, child care or early childhood development, including Head Start services, to children under the age of 18 routinely or regularly occur. The statutory prohibition also applies if an agent used federal funds to construct, operate or maintain such facilities. The statute does not apply to children's services provided in private residences, facilities that Medicare or Medicaid solely fund portions of facilities used for inpatient drug or alcohol treatment, or facilities for redeeming Women, Infant and Children (WIC) coupons. Failure to comply with the law's provisions may result in the imposition of a civil monetary penalty of up to \$1,000 per violation or the imposition of an administrative compliance order on the responsible entity.

**10. Certification regarding sub recipient monitoring**

The Contractor certifies that it has established and shall implement fiscal and programmatic monitoring procedures for its sub recipients.

**11. Certification regarding immigration status**

The Contractor certifies that it agrees to comply with the provisions of s. 432 of the Personal Responsibility and Work Opportunity Reconciliation Act (42 U.S.C. part 1611); ensuring that only individuals eligible for CCDF services receive them.

**12. Certification regarding standards of conduct**

The Contractor certifies that it shall comply with the provisions of 45 CFR 92.36(b)(3) regarding standards of conduct. It will establish safeguards to prohibit employees and board members from using their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

**13. Certification regarding prohibition for distribution of funds to the Association of Community Organization for Reform Now**

To comply with P.L. 111-117, the Contractor may not distribute federal funds made available under this agreement to the Association of Community Organization for Reform Now (ACORN) or its subsidiaries. In addition, the Contractor may not provide federal funds to any covered organization as House of Representatives (H.R.) 3571, the Defund ACORN Act, defines

**14. The Transparency Act (as 2 CFR part 170 defines)**

The following award term is hereby adopted and incorporated herein by reference as if fully set forth herein:

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

HHS now requires this program award to adhere to the Transparency Act's Sub-award and Executive Compensation Reporting requirements (as 2 CFR part 170 defines). Under the Transparency Act, the Contractor must report all sub-awards (as 2 CFR part 170 defines) more than \$25,000, unless exempted. Please see the newly applicable Award Term for Federal Financial Accountability and Transparency Act at the USDHHS ACF website.

**15. Equal Opportunity Employment (EEO)**

The Contractor agrees to comply with E.O. 11246, Equal Employment Opportunity (30 Federal Register (F.R.) 12319, 12935, 3 CFR, 1964-1965 comp. p. 339), September 24, 1965, as E.O. 11375, Amending Executive Order 11246 relating to Equal Employment Opportunity, of Oct. 13, 1967, amended, and as the Department of Labor regulations (41 CFR part 60) Office of Federal Compliance Programs, Equal Opportunity, Department of Labor supplements. See 45 CFR part 92.36(i) (3).

**16. Clean Air Act (42 U.S.C. 7401, et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq.) as amended**

a. If this grant or contract is an amount in excess of \$100,000, the Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401, et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251, et seq.). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency. See 45 CFR part 92.36(i) (12).

b. Provide notice in writing to the Coalition. Submit copies of written violation notices to:

Division of Grants Management and Oversight  
Office of Management and Acquisition  
U.S. Department of Health and Human Services  
Room 517-D  
200 Independence Avenue  
SW Washington, DC 20201

United States Environmental Protection Agency  
Region 4  
Sam Nunn Atlanta Federal Center  
61 Forsyth Street, SW  
Atlanta, GA 30303-8960

**17. Energy efficiency**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency contained in the State of the Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163). See 45 CFR part 92.36(i) (13).

**18. Scrutinized Companies Lists Provisions and Certification (s. 287.135, F.S.)**

If this agreement is for goods or services of \$1 million or more and entered into or renewed on or after July 1, 2011, the Coalition may terminate this contract at its sole option if Coalition finds the Contractor submitted a false certification as s. 287.135(5), F.S., defines, or is on the Scrutinized Companies with Activity in Sudan list or the Scrutinized Companies with Activity in the Iran Petroleum Energy Sector List. Both lists are provisions of s. 215.473, F.S.

If this agreement is in the amount of \$1 million or more, in compliance with s. 287.135, F.S., the contractor, by signing this agreement, hereby certifies that it is not listed on either the

**EXHIBIT IV**  
**ASSURANCES AND CERTIFICATIONS**

Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**19. Davis-Bacon Act, as amended (40 U.S.C. 276a, et seq.)**

When federal program legislation requires, all construction contracts of more than \$2,000 the recipients and sub recipients award shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a, et seq.), as supplemented by Department of Labor (DOL) regulations (29 CFR, part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the DOL-issued current prevailing wage determination in each solicitation, and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency. DOL regulations, rules and instructions concerning implementation of the Davis-Bacon Act and other labor laws can be found at Title 20 CFT Part9s) 1,3,5,6 and 7.

**20. DUNS Number – Data Universal Numbering System**

The federal government requires organizations to provide a DUNS number as part of their grant application and proposals. The OMB has adopted the use of DUNS numbers to keep track of how federal grant money is awarded and dispersed. The DUNS number is a nine digit number for the Dun and Bradstreet Company issues. This company provides business information for credit, marketing and purchasing decisions. Some entities will also have what is known as “DUNS + 4,” which is used to identify specific units within a larger entity.

Registering for a DUNS number is free of charge with no obligation to purchase any products from the Dun and Bradstreet Company. An authorizing official of the organization should request the number. Generally, it only takes a day to obtain a DUNS number by phone (1-866-705-5711), while applications through the Dun and Bradstreet website can take up to 30 days.

All recipients and sub recipients funded with federal funds must obtain a DUNS number prior to receiving a grant.

**21. System for Award Management (SAM)**

The federal government maintains the Official U.S. Government system for award management (SAM). All recipients and sub recipients funded with federal funds shall maintain a current registration in this system.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Contractor Representative

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/29/2015 Board Meeting Date 08/04/2015

Date agenda item is due in the Superintendent's Office 07/24/2015

Person submitting the item: Paul Dyal, Superintendent

Name of document placed on agenda: Contract for New School Lobbyist

Summary description regarding this action item:

I have attached the contract for the services of Paul Hawkes

to serve as lobbyist for the Taylor County School District

in securing funding for the District's Special Facilities

Project for a new K-2 school.

TO BE ADDED TO THE AUGUST <sup>4th</sup> ~~3RD~~ AGENDA.

Signatures Required

Yes  No

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent 

**Consulting Agreement**  
**Between Paul Hawkes and the Taylor County School Board**

This consulting agreement ("Agreement"), dated as August \_\_\_\_\_, 2015 is entered into by and between Paul M. Hawkes ("Consultant") with an address at 317 East Park Avenue, Tallahassee, FL 32301, and the Taylor County School Board ("Client") with an address of 318 North Clark Street, Perry, FL 32347.

The Client desires to retain the services of Consultant to assist on issues pending before the Florida Legislature or the Executive Branch of government that, in the Client's opinion, impact their ability to meet their responsibility to provide a quality public education to the students and taxpayers of Taylor County. Although Consultant is a member of the Florida Bar in good standing, Client is not retaining Consultant as a lawyer or to provide legal services. Intending to be bound by this Agreement, the parties hereto agree as follows:

1. Consultant's services will include assisting in obtaining funding for the construction of a new K/2 school in Taylor County on the most favorable terms possible for Taylor County, and, in addition, at client's direction, may include other issues such as promoting client's preferred policy choice before the appropriate state level entities, or assisting, consulting and advising client as to the feasibility or possibility of pursuing other fiscal assistance from the state, and keeping Client advised as to the status of legislation that Client is interested in tracking.
2. This Agreement shall commence September 1, 2015 and terminate on August 31, 2016, subject to early termination as provided in Section 10.
3. Client shall pay Consultant \$2,500.00 per month during the term of this Agreement. The first payment shall be due the month that this agreement is executed, and subsequent payments shall be due the first of each subsequent month. Consultant's invoices shall be emailed each month to *paul.dyal@taylor.k12.fl.us* and any other email addresses provided to the Consultant by the Contract Manager designated in Section 11.
4. Should Client desire to retain the services of Consultant past the end of the term of this Agreement, a separate services agreement shall be drawn up and executed.
5. Consultant acknowledges that all information received by him, and all work performed by him, under this Agreement is the work product of client and agrees to use such information only in fulfilling his obligations under this Agreement. Beyond fulfilling his obligations under the Agreement, Consultant shall hold such information in strict confidence subject to Consultant's right to disclose any such information as may be required by governmental or legal authorities. If access to any of the materials in Consultant's possession relating to this engagement is sought by a third party, Consultant will promptly notify Client of such action, tender to Client, Consultant's defense responding to such request and cooperate with Client concerning Consultant's response thereto. This undertaking to keep such information confidential shall survive for three (3) years after termination or expiration of this Agreement.

6. All working papers, records or other documents of archival value, other than such documents prepared or maintained by either the legislature or the executive branch of government, regardless of their nature and the source from which they emanate, shall be held by Consultant for Client's convenience and subject to Client's unqualified right to instruct Consultant with respect to possession and control. Working papers, notes, summaries, or other promotional materials prepared by Consultant, or under his direction, are not of archival value and may be handed out or otherwise disposed of when deemed to be no longer of value in promoting Client's interest. Consultant will immediately return all documents, records or working papers provided to Consultant by Client, to Client at its request. As part of the agreement to provide Consultant's services in this matter, Consultant will immediately notify Client of the happening of any one of the following events: (a) a request by anyone to examine, inspect or copy such documents or records; or (b) any attempt to serve, or the actual service of any court order, subpoena or summons upon Consultant which requires the production of any such documents or records.
  
7. Consultant represents and warrants that:
  - i. Consultant has the valid and legal right to enter into this Agreement and that the performance of its obligations hereunder will not violate the terms of any other agreement or understanding to which it is a party, nor conflict with the rights of any third party, including without limitation, rights of patent, trade secret, trademark or copyright;
  
  - ii. Client acknowledges that Consultant will represent other entities as a lobbyist. Consultant agrees not to become engaged during the Term of this Agreement with any third party contracts that will interfere with the performance of Consultant's obligations hereunder;
  
  - iii. Consultant has and will continue to file all reports required to be filed by it with respect to the Services the Consultant performs and the compensation received; and,
  
  - iv. Consultant will maintain workers' compensation insurance as required by applicable requirements of Florida law. Currently, because Consultant has fewer than four employees, Consultant has no obligation to maintain any workers' compensation coverage.
  
8. This Agreement will be governed and construed in accordance with the laws of the State of Florida.
  
9. This Agreement constitutes the entire understanding of Consultant and Client and supersedes any and all prior Agreements, whether oral or written, relating to the subject matter. This Agreement may not be assigned by either party without the express written

consent of the other. It may be modified or amended only by a written document signed by each of the parties.

10. Although it is the parties anticipation that this Agreement will be in effect for its entire term, either party may terminate this Agreement in (a) the event of a material default at any time upon written notice to the other party, provided that if such breach is reasonably curable, specific written notice of such breach shall be provided and the termination shall be effective if the breach is not cured within ten (10) days of receipt of such notice or (b) at the convenience of either party with thirty (30) days advance written notice.
11. Client designates \_\_\_\_\_ to act as Contract Manager under this agreement. The Contract Manager will provide any formal instructions to Consultant in fulfilling his administrative obligations under this Agreement. Unless instructed to the contrary by the Contract Manager, Consultant may take direction on the policy positions adopted by Consultant, from the Chair of the Taylor County School Board or the Superintendent of Schools. Consultant may also answer inquires by any member of the school board, legal counsel for the School Board, or members of the Superintendent's district staff on behalf of the School Board. Client may at any time change these designations by having the Contract Manager advise the Consultant in writing of such changes.
12. Consultant will meet all registration and reporting requirements under either applicable Statutes or Rules to lobby on behalf of Client before the Florida Legislature and the Executive Branch and its agencies.
13. Both the Client and the Consultant agree that the Consultant will act as an independent contractor in the performance of its duties under this Agreement. The Consultant is not an agent of the Client for any purposes (and will not represent itself as an agent of the Client). Consultant acknowledges that it shall have no authority to make commitments to or enter into contracts on behalf of or otherwise obligate the Client in any manner whatsoever, except as specifically provided in this Agreement.
14. The services to be provided hereunder are personal in nature and Consultant may not assign this Agreement or otherwise transfer or subcontract any right and/or obligations or assign the primary responsibility hereunder to other employee(s) of Consultant without Client's prior written consent, in Client's sole discretion, and any attempt to do so will be void and will constitute a default hereunder.
15. Any legal suit, action or other proceeding by one party to this Agreement against the other, arising out of, or relating to, this Agreement shall be instituted only in Taylor County, Third Judicial Circuit, the State of Florida, and each party hereby waives any objections which it may now or hereafter have based on venue and/or forum non-conveniens of any such suit, action or proceeding and submits to the jurisdiction of such courts.

This Agreement may be executed in several counterparts, each of which shall be deemed an original.

In witness hereof, the parties have caused this Agreement to be executed by their proper corporate officers thereunto duly authorized as of the day and year first above written.

TAYLOR COUNTY SCHOOL BOARD

PAUL M. HAWKES

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

\_\_\_\_\_  
By: Paul M. Hawkes



Paul M. Hawkes  
July 28, 2015

Taylor County School Board

# I. Experience

- Elected to the Florida House in 1990 and reelected in 1992
- Special Counsel to Speaker Daniel Webster, 1996 -1998
- Served on Constitutional Revision Commission, 1997/1998
- Served as Deputy Director – Office of Policy & Budget, Governor Jeb Bush
- Served as Chief of Policy, Speaker Tom Feeney, 2000 - 2002
- Served as Judge, First District Court of Appeal, 2003 – 2012, Chief Judge 2009/2011

# II. Sample Clients

Some of the clients I currently represent include the Florida Medical Association (FMA), Dixie County School Board, UF Health (Shands), Duke Power, Stronach Group, and University of Southernmost Florida. The issues include: Licensing, Appropriations, Regulatory, and Professional Practice.

# III. Needs/Problems

Taylor County seeks to replace Perry Primary, a facility built in 1975, that suffers from structural defects, significant student safety concerns, sink hole issues, severe over crowding, and a flawed design that creates obstacles to student achievement. The major components of the building are so worn-out that DOE concluded that the building could be put to no other viable use. A conclusion verified by the School Board's own exploration of using the facility for a Boys and Girls Club or Senior Center. The school was recommended for Special Facility Funding in 2009. But because of the economic slowdown the Taylor County School Board was asked to wait – and we have.

# IV. Reason

Taylor County has 22,000 citizens. A Senate District has about 475,000 people, and a House District has over 156,000 people. That means Taylor County comprises a little less than 5% of a Senate District and a little more than 14% of a House District. Senate District 3 has 11 counties – 5 are seeking Special Facility funding. House District 7 has part of 10 counties – 4 seeking Special Facility funding. Over 2,000 bills are filed; thousands of amendments decided, and the legislature will spend over \$78 billion dollars in next year's budget in addition to deciding the year's big issues – i.e. Medicaid Expansion.

The reason the Taylor County School Board would retain me is to assist them in serving their constituents.

At least three ways:

- Keep you informed
- Work for your goals
- Partner and work with your local delegation

**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 07/24/2015 Board Meeting Date 08/04/2015

Date agenda item is due in the Superintendent's Office 07/24/2015

Person submitting the item: Shanna Dodimead

Name of document placed on agenda: Student Transfer Request

Summary description regarding this action item:

Gracey Corbin requests to attend Taylor County School

District for the 2015-2016 school year.

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Signatures Required

Yes  No

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

TAYLOR COUNTY SCHOOL DISTRICT  
REQUEST FOR OUT-OF-COUNTY RESIDENT ATTENDANCE

Parent / Guardians name (Please Print): Lacey Corbin

Address (Please Print): 99 SW 361 Hwy, Steinhatchee  
FL, 32359 Telephone: 352-356-2522

I, Lacey Corbin, am the parent and/or legal guardian of the below listed student(s). I am a resident of Dixie County. I am hereby requesting that my child/children be released from Dixie County to attend school in Taylor County for the 2015-2016 school year.

I understand and agree that if my child/children are approved to attend school in Taylor County that I must provide transportation to school or to the point of pickup by the Taylor County school bus. I also understand that Taylor County School Board requires out-of-county attendance requests to be approved on a yearly basis.

My reason(s) for requesting this transfer: I teach at Steinhatchee School, and it is closer than Dixie Schools.

Name of my child / children	Date of Birth	Grade Attending	School
<u>Gracey Corbin</u>	<u>10-6-09</u>	<u>Kindergarten</u>	<u>Steinhatchee</u>

Lacey M. Corbin  
Signature of Parent or Guardian

7-24-15  
Date

Approved by:  
  
\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

.....  
Please return this form to: Taylor County School Board, Superintendent of Schools Office, Out of County Student Transfer Request, 318 North Clark Street, Perry, Florida 32347 or you may fax it to: 850-838-2501  
.....

# DIXIE DISTRICT SCHOOLS

16077 NE 19 Highway  
Cross City, Florida 32628-0890  
Phone (352) 498-6131  
FAX (352) 498-1308  
Mark A. Rains, Superintendent  
www.dixie.k12.fl.us

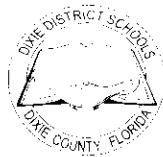
*Our schools will provide a quality learning environment by providing opportunities through educational planning and community partnerships that ensures student success.*

**Chairman of Board**

Timothy Alexander

**Vice Chairman of Board**

Cheryl Pridgeon



**Board Members**

Chuck Farmer

Paul Gainey

Dwayne Rollison

June 6, 2015

Paul Dyal, Superintendent  
Taylor County Schools  
318 North Clark Street  
Perry, FL 32347

Dear Superintendent Dyal:

This letter is to give written permission for the following student to attend school in Taylor County for the 2015-2016 school year:

Gracey Corbin – Steinhatchee School

Permission is granted at the request of the parent and must be renewed annually. The parent is responsible for transporting the child to and from school.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark A. Rains".

Mark A. Rains, Superintendent  
Dixie District Schools

MAR/sm

**PERSONNEL RECOMMENDATIONS  
AUGUST 4, 2015**

**RETIREMENTS AND RESIGNATIONS:**

**Retirement: Ethel Sheffield**, Teacher Aide, Position # 900855225, 7.5H/10M, Head Start, effective August 3, 2015.

**Resignation: Stephanie Phillips**, Bus Driver, Position #900478806, 4H/9M, effective July 27, 2015.

**LEAVES:**

**Lump Sum Sick Leave: Thomas Joiner**, Social Studies Teacher, Position # 012151128, 7.5H/10M, is requesting **33.3%** of the value of his accumulated **93.69** sick leave days be sent to **BENCOR**.

**APPOINTMENTS:**

**Instructional Appointment: Tracy Hill**, Teacher, Position # 900151313, 7.5H/10M, Taylor County Elementary School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Renae Brannen, “On Call Substitute”** English Teacher, Position # 016152204, 7.5H/10M, Taylor County High School, effective August 17, , 2015 thru May 26, 2015.

**Instructional Appointment: Cierra Sparrow, “On Call Substitute”** Elementary Teacher, Position # 004151121, 7.5H/10M, Taylor County Elementary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Martha Stefanelli**, Language Arts Teacher, Position # 003251117, 7.5H/10M, Taylor County Middle School, effective August 3, 2015 thru May 26, 2016.

**Instructional Appointment: Samantha Hansen, “On Call Substitute”** Elementary Teacher, Position # 014151103, 7.5H/10M, Perry Primary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Szilvia Varga, “On Call Substitute”** Elementary Teacher, Position # 014151110, 7.5H/10M, Perry Primary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Lisa Robinson “On Call Substitute”** VE Teacher, Position # 014151131, 7.5H/10M, Taylor County Elementary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Timothy Lundy “On Call Substitute”** Science Teacher, Position # 016151146, 7.5H/10M, Taylor County High School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Rodger Walker “On Call Substitute”** Elementary Education Teacher, Position # 004163106, 7.5H/10M, Taylor County Elementary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Tronya Gunter, “On Call Substitute”** Elementary Education Teacher, Position # 014151135, 7.5H/10M, Perry Primary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Brittany Poore, “On Call Substitute”** Elementary Education Teacher, Position # 014151145, 7.5H/10M, Perry Primary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Tomiki Walker, “On Call Substitute”** Elementary Education Teacher, Position # 014151140, 7.5H/10M, Perry Primary School, effective August 17, 2015 thru May 26, 2016.

**Instructional Appointment: Megan Frugoli, “On Call Substitute”** Science Teacher, Position # 016151107, 7.5H/10M, Taylor County High School, effective August 17, 2015 thru May 26, 2016.

**Non-Instructional Appointment: Cynthia Ellis, Teacher (Aide).** Position # 900851202, 7.5H/10M, Head Start, effective August 3, 2015 thru MAY 26, 2016.

**Non-Instructional Appointment: Connie Montilione, ESE Teacher AIDE,** Position # 014152218, 7H/9M, effective August 6, 2015 thru May 25, 2016.

#### **TRANSFERS:**

**Request to Transfer: LeAnn Rainey,** Behavior Assistant, Position # 013151201, 7.5H/10M, Taylor Technical Institute, is requesting to transfer to Self-Care Aide, Position # 014152221, 7H/9M, Taylor County Elementary School effective August 6, 2015 thru May 26, 2016.

**Request to Transfer: Sharon Kelly,** Adult Teacher Aide, Position # 013154417, 7H/9M, Taylor Technical Institute, is requesting to transfer to Teacher Aide, Position # 014151259, 7H/9M, Perry Primary School, effective August 6, 2015 thru May 26, 2016.

**Request to Transfer: Kelly Russell,** Bus Driver, Position #901378681, 2H/9M, Transportation Department, is requesting to transfer to Bus Driver, Position # 901378686, 4H/9M, Transportation Department, effective August 10, 2015 thru May 24, 2016.

**Request to Transfer: Shana Neal,** ESE Teacher Aide, Position # 014152101, 7H/9M, Perry Primary School, is requesting to transfer to Clerk Typist, Position # 014173306, 7.5H/10M, Perry Primary School, effective August 3, 2015 thru May 26, 2016.

#### **STIPENDS:**

**Stipend:** Ramona Patrick, Director of ESE and Student Services, ESE Department, is requesting an **\$8.05 per hour stipend, for up to 8 hours**, for the non-instructional employees listed below to attend a **CPI Refresher Training on July 27, 2015** from 8:30 am- 11:30 am. **Funding: 100-7730-150-9033-8568-16 Tammy Porter, Rosa Johnson, Greer Fudge, Geraldine Sparrow, Linda Persons, Denise Williams, Carol Davis, Kim McAffie, Pat Patterson, Linda Faircloth, Teva Harris, Tina Powell**

**Stipend:** Ramona Patrick, Director of ESE and Student Services, ESE Department, is requesting a **\$15.00 per hour stipend to be paid for up to 3 hours** for the instructional employees listed below to attend a **CPI Refresher Training on July 27, 2015 from 12:30 pm – 3:30 pm**. This meeting will be in the school board meeting room. **Funding: 100-6400-130-9033-8568-16**

<b>Dave Gray</b>	<b>Eddie Smith</b>
<b>Rodney King</b>	<b>Courtney Bethea</b>
<b>Chris McDaniel</b>	<b>Bobby Eason</b>
<b>Bart Alford</b>	<b>Ed Harvey</b>
<b>Marla Howard</b>	<b>Jeff Johnson</b>
<b>Wilhelmenia Hughes</b>	<b>Tanner Jones</b>
<b>Maggie James</b>	<b>Jimmy Lundy</b>
<b>Audrey Peake</b>	<b>Danielle Robinson</b>
<b>Lisa Robinson</b>	

**Stipend:** Ramona Patrick, Director of ESE and Student Services, ESE Department, is requesting a **\$15.00 per hour stipend to be paid for up to 3 hours** for the employees listed below to attend a **CPI Refresher Training on July 28, 2015 from 8:30 pm – 4:30 pm**. This meeting will be in the school board meeting room. **Funding: 100-6400-130-9033-8568-16 / 100-6400-150-9033-8568-16**

<b><u>Instructional:</u></b>	<b><u>Non-Instructional:</u></b>
<b>Cathryn Jones</b>	<b>Connie Montillione</b>
<b>Phyllis Bailey</b>	<b>Jennifer Slaughter</b>
<b>Connie Gibson</b>	<b>Rhonda Johnson</b>
<b>Traci Money</b>	<b>Tammy McMullen</b>
<b>Lane Mallet</b>	<b>Erin Island</b>

**NON-CERTIFIED INSTRUCTIONAL PERSONNEL:** Cheryl Brantley, Coordinator, CDC Pre-K, is requesting approval for **Velma Island, Eunice Coulliette, Lindsey Aman, Amy Bowden, Julie Hernandez, Christi Wallat and Marcy Freeman** as Non-Certified Personnel for the 2015-2016 school year. These individuals serve as teachers in our ESE blended classrooms.

**SUPPLEMENTAL POSITIONS:**

**Supplemental Positions:** Kiki Puhl, Principal, Taylor County Middle School, is requesting the following supplemental positions be paid from general funds.

<b>Athletic Director</b>	<b>Dave Gray</b>
<b>Head Football Coach</b>	<b>Dave Gray</b>
<b>Volleyball Coach</b>	<b>Jessica Mathis</b>
<b>Girls Basketball Coach</b>	<b>Carol Wentworth</b>
<b>Head Baseball Coach</b>	<b>Jimmy Mincy</b>
<b>Girls Soccer Coach</b>	<b>Dave Gray</b>
<b>Band Director</b>	<b>Elizabeth Gentry</b>
<b>Assistant Football Coach</b>	<b>Jeff Johnson</b>
	<b>William</b>
<b>Assistant Football Coach</b>	<b>Wentworth</b>



<b>Assistant Football Coach</b>	<b>Daniel Joiner</b>
<b>Head Basketball Coach</b>	<b>Jeff Johnson</b>
<b>Head Softball Coach</b>	<b>Rachel Poppell</b>
<b>Boys Soccer Coach</b>	<b>Tommy Joiner</b>
<b>Cheerleader Sponsor</b>	<b>Laree Manning</b>
<b>Cheerleader Sponsor</b>	<b>Traci Singletary</b>
<b>Student Council Sponsor</b>	<b>Sallie MacNeil</b>
<b>Academic Team</b>	<b>Kenneth Sparkman</b>
<b>N.J. Honor Society</b>	<b>William Tripp</b>

**LEAD TEACHERS:**

**Lead Teachers:** Kiki Puhl, Principal, Taylor County Middle School, is requesting the teachers listed below to be approved as Lead Teachers for the 2015-2016 school year.

<b>Yvonne Heartsfield</b>	<b>2.5 days</b>
<b>Lori Mixon</b>	<b>2.5 days</b>
<b>Meridith Upshaw</b>	<b>2.5 days</b>
<b>Courtney Gray</b>	<b>2.5 days</b>
<b>Natalie Fuller</b>	<b>2.5 days</b>
<b>Niki Fuller</b>	<b>2.5 days</b>
<b>Amber Jones</b>	<b>2.5 days</b>
<b>Mary Ludlam</b>	<b>2.5 days</b>

**AFTER SCHOOL PROGRAM SPONSORS:**

**After School Program Sponsors:** Kiki Puhl, Principal, Taylor County Middle School, is requesting the persons listed below be appointed to the positions listed. These positions will be paid from After School/Safe School Appropriated Dollars for Middle Schools. **Funding: 8024-100-0031-5100**

<b>Yearbook Sponsor</b>	<b>Traci Singletary</b>
<b>Yearbook Sponsor</b>	<b>Lere Manning</b>
<b>Dance Team</b>	<b>Jazzman Austin</b>
<b>Majorettes</b>	<b>Jazzman Austin</b>
<b>Tumble Team Sponsor</b>	<b>Lauren Busack</b>
<b>Student Council Assistant</b>	<b>William Tripp</b>
<b>Assistant Girls Soccer</b>	<b>Courtney Gray</b>
<b>Assistant Boys Soccer</b>	<b>Daniel Joiner</b>
<b>Assistant Boys Basketball</b>	<b>Curtis Jones</b>
<b>Assistant Girls Basketball</b>	<b>William Wentworth</b>

Assistant Softball Coach	Tommy Joiner
Assistant Baseball Coach	Carl Sadler
PBS- Tough to Teach	Jeff Johnson
PBS- Tough to Teach	Meridith Upshaw
PBS- Tough to Teach	Yvonne Heartsfield
PBS- Tough to Teach	Terri Clover
Assistant Football Coach	Brett Bassett

**RECIND EXTRA HOURS:** Audie Ash, Principal, Taylor County High School, is requesting the 32 extra hours approved on May 19, 2015 Personnel Recommendations for **Miriam Smith, John Blanton, and Joe Rouis** be rescinded.

**\*Corrections to July 21, 2015 Personnel Recommendations:**

**Geneva Reiser name was misspelled. This is the correct spelling.**

**Michael Tolar** - Rescind his Annual Appointment at TTI.

**\*Correction to July 28, 2015 Personnel Recommendations**

Audie Ash, Principal, Taylor County High School, is requesting 48 extra hours each, at regular rate of pay, for Clara Staten and Gloria Harris, during the month of July, who will be working to get school ready for 2015-2016 school year. Funding: 100-7900-160-0161-9999

**2015 - 2016**  
**DISTRICT SCHOOL BOARD OF TAYLOR COUNTY**  
**INSTRUCTIONAL/NON-INSTRUCTIONAL SUBSTITUTE LISTING**  
**LISTING # 1 – August 4, 2015**

<u>NAME &amp; TELEPHONE #:</u>	<u>AREA OF INTEREST:</u>	<u>CERTIFICATION INFORMATION:</u>
<b>AKINS, CARRIE</b> 205 West Ash Street Perry, FL 32347 <b>850-356-0351</b>	<b>Bus Driver</b> Bus Aide	<b>CDL</b> 4 hour Class Fingerprints Expire 5/21/2019
<b>BARNES, JENNIE</b> 12348 Spring Warrior Road Perry, FL 32348 <b>850-843-4550</b> <b>850-584-2573</b>	Food Service	Fingerprints Expire 8/13/2019
<b>BARRETT, PAULETTE</b> 1084 SW 320th Avenue Steinhatchee, FL 32359 <b>850-843-1622</b> <b>352-440-4782</b>	Substitute Teacher Teacher Aide	Certificate # 9900001216 Expires June 30, 2016 Fingerprints Expire 3/27/2019
<b>BASS, Vickie</b> 1677 Pine Bluff Road Perry, FL 32348 <b>850-584-7540</b>	Teacher Aide Food Service Clerical <b>Half Days Only</b>	Fingerprints Expire 7/30/2019
<b>BASSETT, BRETT</b> 2401 St. Andrews Drive Perry, FL 32348 <b>850-843-0595</b>	Substitute Teacher	Certificate # 9900001224 Expires June 30, 2017* AA Degree Fingerprints Expires 9/1/2019
<b>BOGART, SANDRA</b> PO Box 846 Perry, FL 32348 <b>850-371-2677</b>	Substitute Teacher Teacher Aide Clerical Clinic Aide	Certificate # 900001009 Expires June 30, 2017* High School Diploma Fingerprints Expires 6/13/2018
<b>BRADSHAW, PATRICIA</b> 3009 W. McKinley Maddox Rd Perry, FL 32347 <b>295-1607</b>	Substitute Teacher Teacher Aide Clerical	Certificate # 99111160 Expires June 30, 2016 HS Diploma Fingerprints Expires 10/11/2017

<p><b>BRITT, LATRONZA</b>  P.O. Box 232  Perry, FL 32348  <b>850-843-2773</b>  <b>850-584-4469</b></p>	<p>Teacher Aide  <b>BUS AIDE</b>  Custodian</p>	<p>High School diploma  <b>Completed 4 hour class</b>  Fingerprints Expires 2/9/2017</p>
<p><b>BROWN, KAREN ROBYN</b>  114 Worley Way  Perry, FL 32347  <b>850-584-9655</b>  <b>850-838-4400 (c)</b></p>	<p>Substitute Teacher</p>	<p>Certificate # 9900000565  Expires June 30, 2016  Bachelors Degree  Fingerprints Expire 6/6/2017</p>
<p><b>BRYAN, KAREN</b>  111 Grove Avenue  Perry, FL 32348  <b>850-584-5501</b></p>	<p>Substitute Teacher  Teacher Aide  Clerical</p>	<p>Certificate # 9900001241  Expires June 30, 2017  AA Degree  Fingerprints Expire 1/07/2020</p>
<p><b>CANNON, PAMELA</b>  11384 N. US 221  Greenville, FL 32331  <b>850-843-1951</b>  <b>850-584-3217</b></p>	<p>Substitute Teacher  Teacher Aide  Clerical</p>	<p>Certificate # 9900001245  Expires June 30, 2017  HS Diploma  Fingerprints Expire 2/11/2020</p>
<p><b>COLLINS, LaSANDRA</b>  403 Willow Street  Perry, FL 32347  <b>727-688-3880</b></p>	<p>Teacher Aide  Custodian  Food Services  Bus Aide  Clinic Aide</p>	<p>HS Diploma  Fingerprints Expires 9/17/2019</p>
<p><b>CORBIN, RANDALL</b>  1919 N US 221  Perry, FL 32347  <b>812-834-5038</b></p>	<p>Custodian  Food Service</p>	<p>HS Diploma  Fingerprints Expire 7/27/2020</p>
<p><b>CRAWFORD, THERESA</b>  121 E. Pace Street  Perry, FL 32347  <b>850-295-0619</b></p>	<p>Substitute Teacher</p>	<p>Certificate # 9900000895  Expires June 30, 2017*  Bachelors Degree  08/09/2017</p>
<p><b>CREWS, HAZEL</b>  309 Will Clark Road  Perry, FL 32347  <b>850-584-5793</b>  <b>850-371-4144</b></p>	<p>Teacher Aide  Bus Aide</p>	<p>HS Diploma  4 hour class completed 6/21/2012  Fingerprints Expire March 29, 2017</p>
<p><b>CROWE, CRISTINA</b>  14560 Beach Road  Perry, FL 32348  <b>850-838-7391</b>  <b>850-578-3036</b></p>	<p>Substitute Teacher</p>	<p>Certificate 9900000946  Expires June 30, 2017  AA Degree  Fingerprints Expires 12/10/2019</p>

<p><b>DAVIS, LINDA</b> 312 W. Florida Street Perry, FL 32347 <b>850-223-1497</b> <b>850-672-2491</b></p>	<p>Substitute Teacher Teacher Aide Custodian</p>	<p>Certificate # 9900001247 Expires June 30, 2017 HS Diploma Fingerprints Expire 06/04/19</p>
<p><b>DORMAN, SHARRON</b> 3223 Pisgah Church Road Perry, FL 32347 <b>584-2789</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900001190 Expires June 30, 2017* HS Diploma Fingerprints Expire 8/21/2018</p>
<p><b>DOWDELL, BESSIE</b> 312 Second Street Perry, FL 32348 <b>850-838-6037</b> <b>850-584-5677</b></p>	<p>Substitute Teacher Teacher Aide Custodian Food Service</p>	<p>Certificate # 9900001072 Expires 6/30/2016 HS Diploma Fingerprints Expire 9/30/2019</p>
<p><b>ENGLISH, GENA</b> 216 Woods Creek Road Perry, FL 32347 <b>850-838-9959</b></p>	<p>Substitute Teacher Teacher Aide Clerical <b>TTI &amp; PPS only</b></p>	<p>Certificate #9900001221 Expires June 30, 2016 Bachelor's Degree Fingerprints Expire 8/13/2019</p>
<p><b>FAIRCLOTH, BRIAN</b> PO Box 446 Perry, FL 32348 <b>850-838-5407</b> <b>850-838-3673</b></p>	<p>Substitute Teacher</p>	<p>Certificate # 9900000215 Expires June 30, 2017* Bachelors Degree Fingerprints Expire 6/6/2018</p>
<p><b>FIKE, MILDRED</b> 100 Charles Hendry Road Perry, FL 32348 <b>850-584-6364</b></p>	<p>Substitute Teacher Pre K and KG only</p>	<p>Certificate # 193610 DOE Expires 6/30 Fingerprints Expire 10/14/2015</p>
<p><b>FRITCHER, PAULA</b> PO Box 847 Steinhatchee, FL 32359 <b>352-356-1938</b></p>	<p>Substitute Teacher Teacher Aide Custodian Food Service Clerical Clinic Aide</p>	<p>Certificate # 9900001062 Expires June 30, 2017* HS Diploma Fingerprints Expire 4/17/2017</p>
<p><b>GEOHAGAN, NANCY</b> 1015 N. Jefferson Street Perry, FL 32347 <b>850-584-2181</b> <b>850-672-0296</b></p>	<p>Substitute Teacher (TTI Only) Teacher Aide (all schools) Clerical (all schools)</p>	<p>Certificate # 9900000854 Expires June 30, 2017* High School Diploma Fingerprints Expire 6/21/2017</p>
<p><b>GLOMBOWSKI, DEBRA</b> 2174 Kasper Street Perry, FL 32347 <b>850-584-8974</b></p>	<p>Substitute Teacher Teacher Aide</p>	<p>Certificate # 9900001090 Expires June 30, 2017* HS Diploma Fingerprints Expire 11/15/2015</p>

<p><b>GLOVER, AMANDA</b> 608 W Malloy Ave Perry, FL 32347 <b>850-295-3166</b></p>	<p>Teacher Aide Custodian Food Services Bus Aide</p>	<p>Fingerprints Expire 08/08/2017</p>
<p><b>GLOVER, PATRICIA</b> 1600 Johnson Stripling Road Perry, FL 32347 <b>850-584-7728</b> <b>850-838-5757</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900000566 Expires June 30, 2017* HS Diploma Fingerprints Expire 07/10/2017</p>
<p><b>GREEN, DEBORAH</b> 1514 Campbell Street Perry, FL 32348 <b>850-295-3783</b></p>	<p>Teacher Aide Food Service Clerical Clinic Aide</p>	<p>HS Diploma Fingerprints Expire 11/02/2016</p>
<p><b>GREENE, LILLIE M.</b> 208 Third Street Perry, FL 32347 <b>850-584-7286</b> <b>850-672-9092</b></p>	<p>Clerical Bus Aide</p>	<p>HS Diploma <b>Completed 4 hour class</b> Fingerprints Expire 12/10/2014</p>
<p><b>HALE, SANDRA</b> 2150 N. Sam Poppell Road Perry, FL 32347 <b>850-295-1663</b></p>	<p><b>School Bus Driver</b></p>	<p>CDL License Fingerprints Expire 10/08/19</p>
<p><b>HALL, ALAN</b> 214 N. Center Street Perry, FL 32347 <b>850-584-8919</b></p>	<p><b>Soccer Coach</b></p>	<p>Fingerprints Expire 10/04/19</p>
<p><b>HALL, JOAN</b> PO Box 715 Steinhatchee, FL 32359 <b>352-498-4108</b> <b>352-356-7676©</b></p>	<p>Substitute Teacher Custodian Food Service</p>	<p>Certificate # 9900001119 Expires June 30, 2017* Fingerprints Expire 7/23/2020</p>
<p><b>HAMILTON, DAMION</b> 163 E Center Street Perry, FL 32348 <b>850-371-0285</b></p>	<p>Teacher Aide Custodian</p>	<p>Fingerprints Expire 07/03/2019</p>
<p><b>HATHCOCK, KRISTI</b> 1719 Dewey McGuire Road Perry, FL 32348 <b>850-371-1996</b></p>	<p>Substitute Teacher Food Services Teacher Aide Bus Aide</p>	<p>Certificate # 9900001142 Expires June 30, 2016 AA Degree <b>Completed 4 hour class</b> Fingerprint Expires 8/14/2019</p>

<p><b>HAYES, JOHN</b> 2460 Canopy Lane Perry, FL 32347 <b>850-371-2282</b></p>	<p>Substitute Teacher</p>	<p>Certificate # 9900001254 Expires June 30, 2017 AA Degree Fingerprints Expire 7/17/2020</p>
<p><b>HILL, COURTNEY</b> 4370 Ruth Cannon Lane Perry, FL 32347 <b>850-838-7280</b></p>	<p>Substitute Teacher Teacher Aide Clerical Clinic Aide</p>	<p>Certificate # 9900001118 Expires June 30, 2017 HS Diploma Fingerprints Expire 8/31/2016</p>
<p><b>HUGGER, IVERE JR.</b> 1612 S. Woodard Street Perry, FL 32348 <b>850-295-0357</b></p>	<p>Substitute Teacher Teacher Aide Custodian Food Services Clerical</p>	<p>Certificate # 9900001238 Expires June 30, 2017 HS Diploma Fingerprints Expire June 30, 2017</p>
<p><b>INGLE, BARBARA</b> 151<sup>st</sup> Street NE Steinhatchee, FL 32359</p>	<p>Teacher Aide Clerical Food Service Custodian Effective 6/10/15</p>	<p>HS Diploma Fingerprints Expire 5/20/2020</p>
<p><b>JOHNSON, BRISELDA</b> 3166 N James Smith Road Perry, FL 32347 <b>850-584-3093</b></p>	<p>Bus Aide Food Service Teacher Aide</p>	<p>4 hour class completed Fingerprints Expire 6/18/2020</p>
<p><b>JOHNSON, CHARLES</b> 3166 N James Smith Road Perry, FL 32347 <b>850-584-3093</b></p>	<p>Substitute Bus Driver</p>	<p>CDL 40 hour class completed Fingerprints Expire 6/12/2020</p>
<p><b>JOHNSON, ERIN</b> 204 Kate Drive Perry, FL 32348 850-584-8001</p>	<p>Substitute Teacher</p>	<p>Certificate # 9900001180 Expires June 30, 2017 HS Diploma Fingerprints Expire 4/10/2018</p>
<p><b>JOHNSON, LINDA SUE</b> 1720 James D Smith Road Perry, FL 32347 <b>850-838-5279</b></p>	<p>Substitute Teacher Teacher Aide</p>	<p>Certificate # 9900001237 Expires June 30, 2016 Fingerprints Expire 1/31/2018</p>
<p><b>JOHNSON, RHONDA</b> 4726 Granthum Hill Road Perry, FL 32347 <b>850-584-9369</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900001117 Expires June 30, 2015 HS Diploma Fingerprints Expire 6/08/2016</p>

<p><b>JOHNSON, ROSA</b>  1220 N. Jefferson Street  Perry, FL 32347  <b>843-1039 (Bus 44)</b>  <b>371-1459@</b>  <b>584-7068 (h)</b></p>	<p>Teacher Aide  Custodian  Food Services</p>	<p>HS Diploma  Fingerprints Expires 05/16/2018</p>
<p><b>JONES, SHERRY</b>  407 Plantation Road  Perry, FL 32348  <b>850-584-5848</b></p>	<p>Substitute Teacher  Clerical  Teacher Aide  Clinic Aide</p>	<p>Certificate # 9900000176  Expires 6/30/2017*  HS Diploma  Fingerprints Expires 3/7/2018</p>
<p><b>KNIGHT, SANDRA</b>  207 W. High Street  Perry, FL 32347  <b>850-223-3977</b></p>	<p>Substitute Teacher  Teacher Aide  Clerical</p>	<p>Certificate # 9900000935  Expires June 30, 2016  HS Diploma  Fingerprints Expire 6/22/2017</p>
<p><b>KULP, LOIS M.</b>  1212 N. Calhoun Street  Perry, FL 32347  <b>850-295-2038</b></p>	<p>Substitute Teacher  Teacher Aide</p>	<p>Certificate # 9900001100  Expires June 30, 2015  HS Diploma</p>
<p><b>LEE-ANERSON, ALMIRA</b>  1013 E. Drew Street  Perry, FL 32347  <b>850-584-5266</b></p>	<p>Clinic Aide  Teacher Aide</p>	<p>Fingerprints Expire 12/20/2017</p>
<p><b>LINTON, MARY K</b>  2045 S. Hendry Avenue  Perry, FL 32347  <b>850-838-7039</b></p>	<p>Substitute Teacher  Teacher Aide  Clerical</p>	<p>Certificate # 9900001248  Expires June 30, 2017  HS Diploma  Fingerprints Expire 1/29/2020</p>
<p><b>LUELLEN, REGINA</b>  3885 Foley Cutoff  Perry, FL 32348  <b>850-838-7728</b></p>	<p>Substitute Teacher  Clerical</p>	<p>Certificate # 9900001091  Expire June 30, 2017*  HS Diploma  Fingerprints Expire 7/08/2020</p>
<p><b>LUTHER, HEATHER</b>  1536 W. Roberts Aman Road  Perry, FL 32347  <b>850-363-3465</b></p>	<p>Substitute Teacher  Teacher Aide</p>	<p>Certificate # 9900001250  Expires June 30, 2017  HS Diploma  Fingerprints Expire 3/05/2020</p>
<p><b>MAYNARD, VIVIAN</b>  12620 Warrior Creek Road  Perry, FL 32348  <b>786-200-5477</b></p>	<p>Custodian  Food Services</p>	<p>Fingerprints Expire 8/07/2019</p>



<p><b>McDUFFIE, DONNA</b> 502 W. Leon Street Perry, FL 32347 <b>850-838-3454</b></p>	<p>Teacher Aide</p>	<p>Fingerprints Expire 11/14/2017</p>
<p><b>McCALLUM, LYNDA WILES</b> 375 East Robert Aman Road Perry, FL 32347 <b>850-584-2426</b> <b>850-838-5177</b></p>	<p>Teacher Aide Clerical Clinic Aide</p>	<p>Fingerprints Expire 6/20/2020</p>
<p><b>McINTOSH, REBECCA</b> 16920 Beach Road Perry, FL 32348 <b>850-843-2734</b></p>	<p>Substitute Teacher Food Service Clerical Clinic Aide Teacher Aide</p>	<p>Certificate # 9900001190 Expires June 30, 2017* HS Diploma Fingerprints Expire 8/29/2017</p>
<p><b>McLEAN, DENNIS</b> 12382 Spring Warrior Road Perry, FL 32238 <b>850-584-7511</b></p>	<p>Substitute Teacher <b>TCHS/TCMS only</b></p>	<p>Certificate # 9900000941 Expires June 30, 2017* Masters Degree Fingerprints Expire 8/13/2017</p>
<p><b>McNEAL, VICTORIA</b> 903 Warner Avenue Perry, FL 32348 850-295-4430</p>	<p>Substitute Teacher Teacher Aide</p>	<p>Certificate # 9900001166 Expires June 30, 2017*  Fingerprints Expire 12/13/2018</p>
<p><b>MILLER, KAYLA</b> 5299 Bryant Russell Road Perry, FL 32348 <b>850-843-1049</b></p>	<p>Teacher Aide</p>	<p>Fingerprints Expire 9/17/2019</p>
<p><b>MONTILIONE, CONNIE</b> 1393 Langford Lane Perry, FL 32347 <b>850-371-1231</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900001233 Expires June 30, 2016 HS Diploma Fingerprints Expire 11/15/2019</p>
<p><b>MURPHY, NANCY</b> 3552 SW Fellowship Road Greenville, FL 32331 <b>850-843-5570</b></p>	<p>Substitute Teacher Teacher Aide Food Services</p>	<p>Certificate # 9900001234 Expires June 30, 2016 HS Diploma Fingerprints Expire 11/05/2019</p>
<p><b>MURPHY, SHIRLEY</b> PO Box 1338 Perry, FL 32348 <b>850-584-9354</b> <b>850-371-0354</b></p>	<p>Custodian <b>PERRY PRIMARY Only</b></p>	<p>Fingerprints Expire 05/26/2016</p>

<p><b>NEEL, SUSAN</b> 416 East Elm Street Perry, FL 32347 <b>850-295-4113</b></p>	<p>Bus Driver Bus Aide</p>	<p>40 hour class completed 4 hour class completed Fingerprints Expire 4/30/2020</p>
<p><b>NELSON, JO ANN</b> 406 W Folsom Street Perry, FL 32348 <b>850-843-4241</b></p>	<p><b>BUS AIDE</b> Teacher Aide Food Service Clinic Aide</p>	<p><b>Completed 4 hour class</b> Fingerprints Expire 7/20/2016</p>
<p><b>O'CONNELL, SHARON</b> 16975 Clearwater Creek Lane Perry, FL 32348 <b>850-295-5733</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900001201 Expires June 30, 2017* Bachelor's Degree Fingerprints Expire 8/28/2018</p>
<p><b>PADGETT, LAWANDA</b> 1120 Vaughn Lane Steinhatchee, FL 32359 <b>352-210-5072</b></p>	<p>Substitute Teacher Clerical Custodian Food Services Teacher Aide</p>	<p>Certificate # 9900001256 Expires June 30, 2017* HS Diploma Fingerprints Expire 6/25/2020</p>
<p><b>PARRISH, ELLA MAE</b> 1886 Holt Road Perry, FL 32347 <b>850-843-7653</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate #9900001193 Expires June 30, 2017* HS Diploma Fingerprints Expire 8/15/2018</p>
<p><b>PATTERSON, GLENDA Y</b> 105 Marshall Driver Perry, FL 32347 <b>850-223-1570</b></p>	<p>Substitute Teacher Teacher Aide Bus Aide</p>	<p>Certificate # 9900001158 Expires June 30, 2016 Bachelor's Degree</p>
<p><b>PATEL, SURYAKAVIA</b> 605 Judson Drive Perry, FL 32348 <b>850-270-2114</b> <b>850-728-7375</b></p>	<p>Food Service</p>	<p>Fingerprints Expire 7/11/2018</p>
<p><b>PERRY, RHONDA</b> 910 Veterans Drive Perry, FL 32347 <b>850-584-3895</b></p>	<p>Substitute Teacher  <b>Head Start/K-5 Only</b> <b>TCMS Only</b></p>	<p>Certificate # 9900001184 Expires June 30, 2017* AA Degree Fingerprints Expire 5/09/2018</p>
<p><b>PERRYMAN, BUMDELGER</b> 5798 Scallop Lane Perry, FL 32348 <b>850-223-2010</b></p>	<p>Teacher Aide Food Services</p>	<p>Fingerprints Expire 6/26/2019</p>

<b>PORTER, ANNIE MAE</b> 202 North Clark Street Perry, FL 32347 <b>850-223-0289</b>	Bus Aide	4 hour class completed Fingerprints Expire 7/10/2020
<b>PORTER, TAMMY</b> 154440 Fiddlersway Perry, FL 32348 <b>850-295-3913</b>	Substitute Teacher Teacher Aide Clerical Clinic Aide	Certificate # 9900000925 Expires June 30, 2017* HS Diploma Fingerprints Expire 8/22/2017
<b>ROBERTS, CAROL</b> 1211 1 <sup>st</sup> Avenue N Steinhatchee, FL 32359 <b>352-949-2699</b>	Teacher Aide Custodian Food Services Bus Aide	Fingerprints Expire 12/04/2013
<b>ROBINSON DANIEL LEE</b> 3086 S. Old Dixie Highway Perry, FL 32348 <b>850-223-1095</b>	Bus Driver Bus Aide	CDL – 40 hour classroom 4 hour class completed Fingerprints Expire 5/13/2019
<b>SAMSON, ELIZABETH DIGNA</b> 1509 James Carlton Road Perry, FL 32348 <b>850-584-4671</b>	Substitute Teacher Teacher Aide	Certificate # 9900001015 Expires June 30, 2017* HS Diploma Fingerprints Expire 7/12/2017
<b>SCHRAMM, ROBERT</b> 565 NW Oriole Way Greenville, FL 32331 <b>850-848-7112</b>	Substitute Teacher <b>TCMS/TCHS ONLY</b>	Certificate # 9900001185 Expires June 30, 2017* Doctorate Degree Fingerprints Expire 8/14/2018
<b>SHINHOLSER, MARTHA</b> 303 Plantation Road Perry, FL 32348 <b>850-584-4098 (h)</b> <b>850-371-1303 (c)</b>	Substitute Teacher Teacher Aide Clinic Aide	Certificate # 9900001041 Expires June 30, 2016 HS Diploma Fingerprints Expire 6/14/2017
<b>SHIPMAN, JODI</b> PO Box 350 Steinhatchee, FL 32359 <b>352-210-4087</b>	Teacher Aide Custodian Food Services Clerical	<b>Sub Teacher Certificate EXPIRED</b>  Fingerprints Expire 8/15/2017
<b>SHIVER, PAMELA</b> 103 PopOpell Drive Perry, FL 32347 <b>850-223-1658</b>	Substitute Teacher Teacher Aide Clerical	Certificate # 9900001210 Expire June 30, 2017* HS Diploma Fingerprints Expire 2/19/2019
<b>SPARKS, GLORIA</b> 3450 Slaughter Road Perry, FL 32347 <b>850-295-5850</b>	Food Services Clerical	Fingerprints Expire 3/13/2018

<p><b>STEPHENS, KRISTEN</b> 3600 Joel Aman Road Perry, FL 32347 <b>850-843-0712</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900001255 Expires June 30, 2017 AA Degree Fingerprints Expire 6/19/2019</p>
<p><b>THOMAS, LINDA</b> PO Box 13 Perry, FL 32348 <b>850-223-2856 (code 1933)</b> <b>850-843-2351 code 1933</b></p>	<p>Teacher Aide Food Service Clerical Aide Clinic Aide Bus Aide <b>PPS &amp; Head Start Only</b></p>	<p>Fingerprints Expire 5/24/2017  4 hour class completed</p>
<p><b>TURNBOUGH, TRELIS</b> 1045 S. Warner Avenue Perry, FL 32348</p>	<p>Teacher Aide Custodian Food Services</p>	<p>Fingerprints Expire 3/05/2019</p>
<p><b>TURNER, THELMA</b> 129 Lacour Lane Perry, FL 32347 <b>850-371-2626</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 990000008 Expires June 30, 2016 HS Diploma Fingerprints Expire 8/14/1</p>
<p><b>VAN KIRK, LARISHA</b> 200 East Pace Drive Perry, FL 32347 407-692-0699</p>	<p>Substitute Teacher</p>	<p>Certificate # 9900001243 Expires June 30, 2017 AA Degree/Para Pro Fingerprints Expire 1/21/2020</p>
<p><b>VALENTINE, LAURA</b> 802 Beach Road Steinhatchee, FL 32359 <b>850-943-5538</b></p>	<p>Substitute Teacher Teacher Aide Clerical Bus Aide</p>	<p><b>CERTIFICATE EXPIRED</b> Fingerprints Expire 6/26/2018</p>
<p><b>WEATHERLY, SANDRA</b> 2563 Golf Course Road Perry FL 32348 <b>850-584-4991</b></p>	<p>Food Services</p>	<p>Fingerprints Expires 8/27/2019</p>
<p><b>WENTHWORTH, WILLIAM</b> 124 Ridge Road Perry, FL 32348 <b>850-672-2614</b></p>	<p>Substitute Teacher Teacher Aide Clerical</p>	<p>Certificate # 9900001178 Expires June 30, 2016 HS Diploma Fingerprints Expire 1/30/2018</p>
<p><b>WILLIAMSON, SUSAN</b> 109 E Pace Drive Perry, FL 32347 <b>850-843-1641</b></p>	<p>Substitute Teacher Teacher Aide Food Services Bus Aide</p>	<p>Certificate # 9900001239 Expires June 30, 2017 HS Diploma 4 hour class completed Fingerprints Expire 5/15/2019</p>
<p><b>WORSHAM, DANIELLE</b> 2194 Wright Road Perry, FL 32347 <b>850-843-4654</b></p>	<p>Substitute Teacher Teacher Aide Bus Aide</p>	<p>Certificate # 9900001172 Expires June 30, 2016 4 hour class completed</p>



**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 7-24-15

Board Meeting Date 8-4-15

Date agenda item is due in the Superintendent's Office 7-24-15

Person submitting the item: Eric B. Scott, Director

Name of document placed on agenda: Policy Council Meeting Packet for  
July 16, 2015 meeting.

Summary description regarding this action item:

Acknowledge the Head Start Policy Council Meeting Packet for July 16, 2015.

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Signatures Required

Yes \_\_\_\_\_ No \_\_\_\_\_

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

TAYLOR COUNTY HEAD START  
POLICY COUNCIL MEETING  
JULY 16, 2015  
11:00 A.M.  
OFFICE ANNEX

AGENDA

1. Call to Order
2. Roll Call
3. Declaration of Quorum
4. Prayer and Pledge
5. Adoption of Agenda
6. Approval of Minutes:
  - May 28, 2015 Meeting
7. Acknowledgement of Budget Report
8. Acknowledgement of Director's Report
9. Approval of Revised Head Start Organizational Structure
10. Approval of Agreement Between the Taylor County Head Start Program and the Florida State University Multidisciplinary Center
11. Personnel Recommendations-Request for Transfer
  - a. Patricia Harris, Head Start Teacher, #900851210, to Head Start Bus Aide, Position #90235200, 9.0 mos., 4.0 hrs.
  - b. C'Mone Crowell, Head Start Teacher Aide, #900855227, to Head Start Teacher, Position #900851209, 10-mos., 7.5-hrs
  - c. Savannah Jackson, Head Start Teacher Aide, #900855223, to Head Start Teacher, Position #900851210, 10-mos., 7.5-hrs.
  - d. Amy Miller, Family Services Advocate, Position #900863102, to Head Start Executive Secretary, Position #900873301, 12-mos. 7.5-hrs.Recommendation for Appointment:
  - a. Maria Reid, Head Start Teacher Aide, Position #900855221, 10-mos., 7.5-hrs.
  - b. Kaylin McAvoy, Head Start Teacher Aide, Position #900855224, 10-mos., 7.5-hrs.
12. Acknowledgement of communications from the Office of Head Start:
  - ACF-PI-HS-15-01 – Notice of Proposed Rule Making: Head Start Program Performance Standards
  - Acknowledge Summary of Annual Planning Session
13. Items of Interest/Concern
14. Determine Next Meeting Date
15. Adjournment



District School Board of Taylor County  
**Head Start Program**

520 East Lafayette Street • Perry FL 32547 • 850-858-2558 • Fax 850-858-1448  
*Eric B. Scott, Director*

**TAYLOR COUNTY HEAD START  
POLICY COUNCIL MEETING  
HEAD START ANNEX  
May 28, 2015  
10:00 A.M.**

1. **Call to Order.** Ms. Veleta Roberson called the Policy Council meeting to order at 10:10 a.m.
2. **Roll Call:** Policy Council members present: Lyndsay Doyle, Zavier Gaines, Linda Willis, Veleta Roberson and alternate, Manual Powell, joined by phone. Staff Present: Eric B. Scott, Director, Geneva Riser, Executive Secretary, Michele Black, Child Development Specialist, Lessie Bolden, Family/Community Services Specialist and Nancy Bell, Special Projects Coordinator.
3. **Declaration of Quorum.** A quorum was established. Four members and one alternate were present.
4. **Prayer and Pledge.** Michele Black opened the meeting with prayer and led the Pledge of Allegiance.
5. **Adoption of Agenda.** Upon motion by Ms. Willis, seconded by Ms. Doyle and unanimous vote, the Policy Council adopted the agenda as published.
6. **Approval of Taylor County Head Start Program's Community Assessment Update - 2015.** Nancy Bell, Special Projects Coordinator, gave an overview of the findings of the 2015 Community Assessment Update. There have been no major changes in the community since the assessment was completed in 2014. The analysis reveals that the number of age/income eligible children for the 2015-2016 school year hovers around 150. A concern is that the teen birth rate is significantly high in Taylor County with 115 births to mothers 19 and younger during the 2010-2012 years. Two births were to mothers 10-14 years old. Also of concern is the number of repeat births to teens – two births to mothers 15-17 and twelve to mothers 18-19 for a total of 14 repeat births to teens. Upon motion by Ms. Willis, seconded by Ms. Doyle and unanimous vote, the Policy Council approved the Taylor County Head Start Program's Community Assessment Update – 2015.
7. **Acknowledge letter of resignation from Head Start Teacher, 7.5/H/10/M, #900851209** – Mr. Scott informed the Policy Council that he had received a letter of resignation, dated 5-27-15, from the teacher in the above-referenced position, but that he was not accepting the letter because of past precedent set in similar incidents. In the past, an employee's letter of resignation has not been accepted when they have not followed the required policies and procedures. The violation of policies and procedures preceded the letter of resignation.



8. **Approval of termination of:**

a) **Head Start Teacher, 7.5H/10M, #900851209**

b) **Head Start Teacher Aide, 7.5H/10M, #900855224**

Mr. Scott provided a copy of a memo to Paul Dyal, Superintendent of Schools, which requested a recommendation to terminate the employment of the above-mentioned employees because they failed to adequately supervise a child in their care. He also provided a Report of Incident for the classroom involved. Mr. Scott explained that the classroom staff did self-report the incident to him and the Child Development Specialist. Both employees were suspended, with pay, effective 5-15-15.

Ms. Roberson asked if the teachers take a student count before going to lunch. Mr. Scott replied that the procedure is to take a student count before and after all transitions that revolve around entering and leaving the classroom. He said that the Teacher and Teacher Assistant admitted they did not take a student count.

Mr. Scott informed the council that both employees signed a Standards of Conduct – Professional Ethics policy/procedure at the beginning of the school year. The procedure clearly states that no child shall be left alone or unsupervised and that violations of the code shall result in disciplinary action up to and including termination.

Ms. Roberson asked what is in place so that this will not happen again. Mr. Scott said that refresher training will take place during pre-service at the beginning of the year and the policy and procedure regarding obtaining a student count before and after each transition will be reviewed. In addition, the Standards of Conduct will be thoroughly reviewed.

Mr. Scott informed the council that he had met with the Superintendent on 5/22/15 and both employees were suspended, without pay, until the recommendation to terminate could be approved by the school board on June 2, 2015.

Upon motion by Ms. Willis, seconded by Ms. Doyle and unanimous vote, the Policy Council approved the termination of **Head Start Teacher, 7.5H/10M, #900851209**.

Upon motion by Ms. Doyle, seconded by Ms. Gaines and unanimous vote, the Policy Council approved the termination of **Head Start Teacher Aide, 7.5H/10M, #900855224**.

9. **Items of Concern.** Mr. Scott informed the council that a parent came to the center on 5/19/15 and alleged that her child was bitten by a snake on campus on 5/18/15. She had taken her child to the emergency room on 5/19/15. The doctor's report from the 5/19/15 visit, which took place at 1:05 p.m., in part stated: "nonvenomous bite, keep clean and dry." On 5/28/15, the parent and grandparent continue to allege that the child was bitten at school and challenged that two substitutes were managing the class on the date of the alleged bite. Mr. Scott informed the parent and grandparent that a regular/full-time staff member and a long term substitute were assigned to the class on 5/18/15. When questioned, the teachers said that the child had not told them she had been bitten by a snake on 5/18/15. If the child had told them, appropriate action would have taken place. When the child was questioned, she said that she was been bitten by a snake at the park. We never describe our playgrounds as "parks."

**Policy Council Minutes May 28, 2015**

**Page 3**

Lindsay Doyle questioned why a parent would wait until the next afternoon to take their child to the doctor if the child complained of a snake bite.

Ms. Willis asked if these teachers would be disciplined. Mr. Scott said that they would not because all policies and procedures were adhered to.

Lindsay Doyle asked if any other snakes have been sited on campus. Mr. Scott said that one had been sited on "A" wing, but none on the playground.

**Program Planning** typically takes place in June. Mr. Scott said that June 9, 10, or 11 are possible dates for planning. The policy council is invited to participate in program planning.

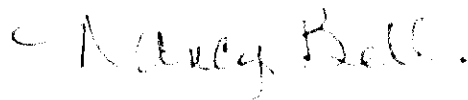
Because Taylor County Head Start is in the **Designated Renewal System (DRS)**, the funding opportunity announcement (FOA) is forecasted for 7/15/15. The deadline for submitting the grant will be no later than 11:59 p.m. on 9/14/15.

Ms. Roberson said that she is impressed with the care and learning at Head Start. She said that her granddaughter likes Head Start and wanted to come to Head Start. She admitted that initially she didn't know much about Head Start, but that her granddaughter has learned a great deal and that Head Start has been instrumental in helping her granddaughter learn early reading skills. She said that she has enjoyed being a part of the Policy Council.

Mr. Scott announced to the council that Ms. Xaviar Gaines was named Parent Volunteer for the 2015-2016 school year.

10. **Determine Next Meeting Date.** The next meeting date will be announced.
11. **Adjournment.** Upon motion by Ms. Willis, seconded by Ms. Gaines and unanimous vote, the Policy Council adjourned at 11:00 a.m.

Respectfully submitted by,



Nancy Bell, Special Projects Coordinator

TAYLOR COUNTY HEAD START  
POLICY COUNCIL MEETING  
July 16, 2015  
11:00 a.m.  
HEAD START ANNEX

**AGENDA ITEM NO. 9**

9. Approval of Revised Head Start Organizational Structure

Removed for separate approval

**AGENDA ITEM NO. 10**

10. Approval of Agreement Between the Taylor County Head Start Program and the Florida State University Multidisciplinary Center

Removed for separate approval

**AGENDA ITEMS NO. 11**

11. Approval of Personnel Recommendations-Request for Transfer  
a. – d.  
Recommendations for Appointment:  
a. & b.

Removed for separate approval at the 7-21-15 School Board Meeting

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-15-01	2. Issuance Date: 06/16/2015
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Program Performance Standards; Notice of Proposed Rule Making; Comment Request	

**PROGRAM INSTRUCTION**

**TO:** All Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** Notice of Proposed Rule Making: Head Start Program Performance Standards

**INSTRUCTION:**

A **Notice of Proposed Rule Making (NPRM)** to revise the Head Start Program Performance Standards will be published in the Federal Register on Friday, June 19, 2015. The central goal of this NPRM is to strengthen program performance standards so that all programs provide the highest quality comprehensive services. The bipartisan Improving Head Start for School Readiness Act of 2007 called for a review and revision of the Program Performance Standards to ensure that all Head Start programs provide high quality, comprehensive services that lead to strong outcomes for Head Start children. This proposed rule does just that—sets a high bar for Head Start quality.

The NPRM proposes to strengthen program services, to reorganize, streamline, and reduce bureaucratic burden on local programs, and to improve the clarity and transparency of program requirements—all to ultimately improve outcomes. The proposed Performance Standards set higher standards for curriculum, staff development, and program duration based on research and effective practice. At the same time, the proposed rule makes program requirements easier for current and future program leaders to understand, and reduces administrative burden so that Head Start directors can focus on delivering high-quality early learning programs that put children onto a path of success. The proposed standards maintain and strengthen Head Start's commitment to comprehensive services, including health and family engagement, which are central to helping children succeed and are a hallmark of Head Start.

In developing the direction and content of the proposed revisions, the Office of Head Start (OHS) consulted extensively with grantees, as well as agency staff, parents, and representatives of Indian tribes. OHS also consulted with subject matter experts and a broad range of federal and national organizations with particular expertise and longstanding involvement in early childhood education and Head Start.

This proposed rule seeks to take an important next milestone in the program's history by creating a set of Performance Standards that result in stronger Head Start programs and better outcomes for children and families. The benefits of these proposed changes will be significant for the children and families

Head Start serves. These changes are central to the Administration's early learning efforts to ensure that all children start school ready to succeed.

The next critical step in this process is for OHS to hear from you. OHS is soliciting your feedback, and will use these comments in making decisions for a final rule. The NPRM, as well as summary materials and a link to submit comments, are available on the Early Childhood Learning and Knowledge Center (ECLKC) website under **Policy & Regulation**.

Please submit comments on this NPRM between Friday, June 19 and Tuesday, August 18, 2015. To submit comments electronically, follow the "Submit a comment" instructions in the Federal Register. To ensure we can effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments and provide the page number, identify the column, and cite the paragraph from the federal register document (e.g., page 10999, second column, §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "N/A" in the required fields. This approach is our preferred method for receiving comments. However, if this is not possible, you may send comments via the United States Postal Service to the address indicated in the Federal Register.

Please note the current Performance Standards will remain in effect until a final rule is issued.

Thank you for your work on behalf of children and families. We look forward to receiving your comments,

/ Blanca Enriquez, Ph.D. /

Blanca Enriquez, Ph.D.  
Director  
Office of Head Start

**SUMMARY – ANNUAL SUMMER PLANNING SESSION**  
**June 10, 2015**

**Present:**

Eric B. Scott, Director

Michele Black, Child Development Specialist

Nancy Bell, Special Projects Coordinator

Diann McClain, Mental Health/Disabilities Specialist

Lessie Bolden, Family/Community Serv. Specialist

Teresa Hunter, Health Services Specialist

**Welcome:** - Mr. Scott welcomed everyone to the annual planning session. He noted that though this has been a tough year for the Taylor County Head Start Program, it has also been a productive year. In spite of the many challenges, we achieved what is most important and that was to serve children and families. The purpose of this planning session is to develop our strategy to continue providing comprehensive, quality services to children and families in Taylor County.

**DISCUSSION TOPICS:**

**Organizational Structure & Organizational Chart** – The group spent time reviewing and revising the Organizational Structure for the program. Revisions made to the structure, which was last revised in 2006, will more accurately describe how the program is presently operating. The Organizational Chart will be revised to reflect the changes made to the Organizational Structure. The Bookkeeper position will be deleted. The Child Development Specialist will supervise Classroom Staff and the Health Services Specialist will supervise the Family Advocate for Health Services.

**Quick overview of the Final Rule on Head Start Eligibility** – Nancy Bell presented an overview of the final rule which became effective March 12, 2015. Sections 1305.2-Definitions and 1305.4-Determining, verifying, and documenting eligibility were reviewed. In consultation with Lessie Bolden, Family/Community Services Specialist, an **ELIGIBILITY DETERMINATION, FAMILY INTERVIEW & VERIFICATION RECORD** has been created to reflect the revised rule. Required training for management and staff members who make eligibility determinations took place within 90 days following the effective date of the rule on May 26, 2015. The remainder of the staff will be trained on the new rule during pre-service week. The governing board and policy council members will be trained within 180 days following the effective date of the rule which will be on or before September 8, 2015.

**ERSEA Plan** – the ERSEA plan was reviewed and will be revised to reflect the revisions stated in the final rule.

**DRS** – The funding opportunity announcement for the Taylor County Head Start grant is forecasted to be posted 7/15/15. The process of writing the grant will follow the FOA.

**Community Assessment** – The Community Assessment was reviewed for the purpose of developing goals & objectives for the 2015-2016 year. Findings from the Community Assessment included:

- Significantly high teen birth rate – 2010-2012 – 115 teen births to mother 19 & younger.
  - Two births to mothers 10-14; 113 births to mothers 15-19
- Two repeats to mothers 15-17 and 12 repeats to mothers 18-19
- Even after blending Steinhatchee HS & Pre-K, enrollment has not increased; Enrollment hovers around 8-10 students
- Most pressing needs for families: paying bills, employment, transportation, health care and child care.
- Continued increase in Florida's minimum wage bumps two-parent working families above FPL

The group discussed the shift from an indefinite grant period to a five-year project period and the requirement to develop long-term goals during the five-year period. Utilizing the resource from the Office of Head Start: *Foundations for Excellence: Planning in Head Start*, long-term goals and short-term objectives will be developed for the five year period July 1, 2015 through June 30, 2020.

In addition to including the issues stated above in the 2015-2020 goals, the group discussed the need for all managers to acquire the DCF 40-hour training requirements.

- **Review: Goals & Objectives (2014-2015)** – The group reviewed the goals and noted the ones that have been met.
- **Goals not met** – discussion ensued around the goal of developing a salary schedule. Salary schedules have been developed and approved by the Policy Council and School Board; however a chart/schedule showing the base salary for positions as not been developed. Below is an example of a salary chart:

	CDA	AA/AAS	Bachelors	Masters
Teacher	\$ _____	\$ _____	\$ _____	\$ _____
Teacher Aide	\$ _____	\$ _____	\$ _____	\$ _____
Family Advocate	\$ _____	\$ _____	\$ _____	\$ _____

**Review: Self-Assessment PIP** – The Self-Assessment Program Improvement Plan-2015 was reviewed. If necessary, due dates may be revised. Area specialists will continue to submit documentation of completed action. Evidence of actions completed will be attached to the PIP.

### **Discuss Systems – Are they working?**

- **CUSTODIAN** – The check-lists developed for the custodian are not consistently utilized; therefore, the intent for which they were developed is not being met. There is no on-going monitoring of the custodian's daily/weekly/monthly/annual duties and responsibilities. Other staff (teachers and office staff) continue to ask the custodian to run errands i.e.: deliver a soda or a carton of milk to them. The custodian is also asked to do favors such as run copies, laminate items or cover gate duty. These actions, when added up, make it impossible for the custodian to accomplish the assigned custodial tasks. The Child Development Specialist suggested that a schedule for monitoring the custodian be developed. All managers will assume the responsibility of monitoring the custodial schedule and the check-lists for completeness. The Child Development Specialist will take a leadership role in developing a monitoring plan.

**Discuss Systems – Are they working? (cont'd)**

- **CAMPUS COVERAGE** – The system developed for campus coverage for the 2014-2015 school year was discussed. The process to ensure that no child is left alone or unsupervised while under the Head Start Program's care works well when there are no staff outages. Staff absences create a challenge to ascertain that all areas of the campus are covered. The Child Development Specialist will make some changes to the schedule.
- **HR-FLOATERS ROLE, BREAK REQUIREMENT FOR CLASSROOM STAFF** – Floaters were secured to ensure that there are two staff present in each classroom at all times. No one was hired because no applicants met the DCF requirements. This, along with staff absences, put a strain on the system. Also, changes to the floater schedule was suggested- assigning one floater to each wing for the entire school year so that the floater has an opportunity to know the children. The Child Development Specialist will revise the floater schedule.

**Chain of Command** – 2015-2016 – Chain of Command – no changes. (Scott; Bell; Hunter; Bolden; Black; McClain.)

**District Calendar** – The District Calendar for 2015-2016 (approved 5/5/15) was reviewed. School begins early this year with teaching staff returning August 3<sup>rd</sup> and students returning August 10<sup>th</sup>. Spring Break is scheduled for March 14-18, 2016.

Dates for 2015 Pre-Service include:

- Wed. 8/5 – Health Fair - 8:00 – 2:00
- Wed. 8/5 – Parent Orientation (Perry) - 1:30
- Fri. 8/7 – CDC Joint Meeting: OSHA & Medication Administration refresher; Homelessness; Emergency Operation Plan refresher
- Fri. 8/7 – Parent Orientation (Steinhatchee) - 1:00

**Area Updates/Information**

- Education – Advertisements are posted for Head Start Teacher and Teacher Aides
- Mental Health/Disabilities –The Perry and Steinhatchee Centers are covered by MH Services one day per week
- Health – Advertisement is posted for a Family Advocate/Health Services Aide
- Family-Community Partnerships – Processing applications under the new rule.



**Taylor County District School Board  
Office of the Superintendent  
Agenda Item for School Board Approval**

Date Submitted 7-24-15

Board Meeting Date 8-4-15

Date agenda item is due in the Superintendent's Office 7-24-15

Person submitting the item: Eric B. Scott, Director

Name of document placed on agenda: Taylor County Head Start Program  
Organizational Structure and Organizational Chart

Summary description regarding this action item:

Approve the Taylor County Head Start Program Organizational Structure and  
Organizational Chart

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Signatures Required

Yes \_\_\_\_\_ No \_\_\_\_\_

Reviewed by:

Director of Finance \_\_\_\_\_

The action described above is provided for and is consistent with relevant contract and grant provisions and the Board approved budget as amended.

Director of Personnel \_\_\_\_\_

The action described above is provided for and is consistent with the Board approved staffing plan and collective bargaining agreements.

Director of Instruction \_\_\_\_\_

The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

## TAYLOR COUNTY HEAD START PROGRAM

<b>ORGANIZATIONAL STRUCTURE</b>	Date:
Subpart: Program Design and Management Section: Human Resources Management	Revised: 10/02; 6/06; 7/15
P.S.: 1304.52(a)(1-2)	Page 1 of 2

### **POLICY:**

The Taylor County Head Start Program will establish and maintain an organizational structure that supports program objectives, addresses staff qualifications, responsibilities, and functions, and provide evidence of staff supervision and support.

### **PROCEDURE:**

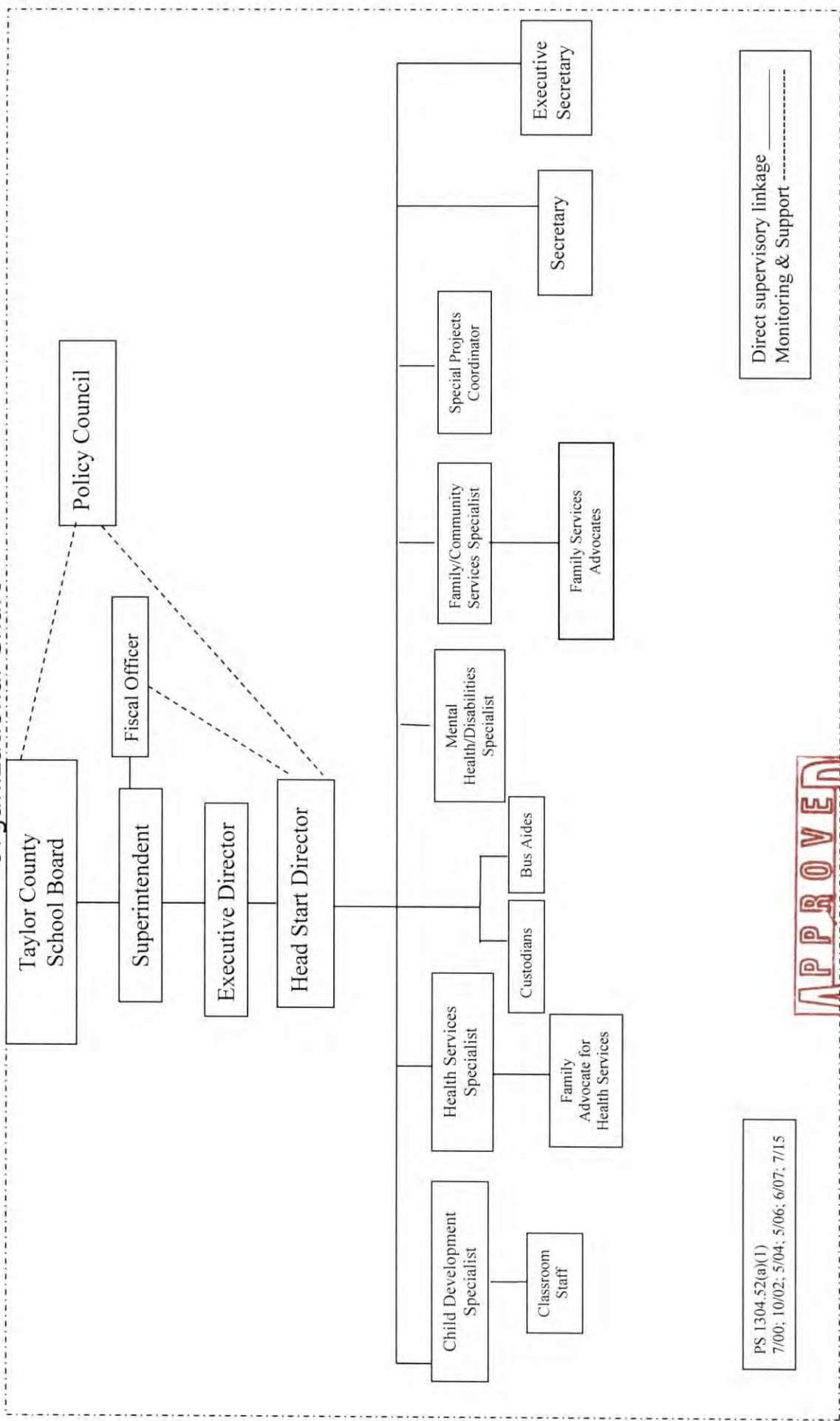
1. An organizational flow chart will be maintained to visualize the chain of command (see organizational chart).
2. The Taylor County School Board is responsible for developing the structure of subsidiary programs and incorporating that structure into its existing structure. The stand-alone structure of the Head Start Program illustrates both supervisory and communication lines for program employees, parents, Policy Council and the Taylor County School Board.
3. The Head Start Policy Council is established annually in September/October.
4. The Parent Center Committee is established annually in September. The Family/Community Services Specialist shall have primary responsibility for the Center Committee's operation and is the staff liaison.
5. The Family/Community Services Specialist, in collaboration with the Family Advocates and the Leadership Team provide support for the Center Committee.
6. A relationship between the Parent Center Committees and the classroom staff is required in order to facilitate the involvement of parents at the classroom level. The Family/Community Services Specialist, in collaboration with the Leadership Team, will develop the Head Start Parent, Family and Community Engagement Plan.
7. General management and oversight of the Head Start Program is assigned to the Head Start Director, who reports directly to the Executive Director.
8. The Head Start Director is supported by four Content Area Specialists, who are responsible for provisions of technical assistance, training, monitoring, evaluating and other activities which ensure the delivery of Head Start services in accordance with the program's performance standards and standards established by the Taylor County School Board. For descriptive purposes, the Head Start Director, Area Specialists and Special Projects Coordinator make up the Head Start Leadership Team.
9. An Executive Secretary and a Secretary provide administrative support to the Head Start Program.

10. The program has Family Advocates who are directly supervised by the Family/ Community Services Specialist and work with the Leadership Team.
11. The program has a Family Advocate for Health Services who is directly supervised by the Health Services Specialist
12. The program has classroom staff who are directly supervised by the Child Development Specialist

The structure and relationships established will facilitate shared leadership and management of the Head Start Program. Teaming will be an essential characteristic of any policies and procedures established and will facilitate quality in both management and service delivery.



# Taylor County Head Start Program Organizational Chart



PS 1304.52(a)(1)  
7/00; 10/02; 5/04; 5/06; 6/07; 7/15

**APPROVED**  
JUL 16 2015  
By: Taylor County Head Start  
Policy Council

Direct supervisory linkage \_\_\_\_\_  
Monitoring & Support -----