FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

JULY 18, 2016

6:00 P.M.

AGENDA

INSPIRE From Our Hearts LEAD with Humility SOAR with Pride

I. CALL TO ORDER/ADOPTION OF AGENDA-

II. INVOCATION AND PLEDGE OF ALLEGIANCE- Teresa Ann Martin

COMMENTS/DISCUSSION ITEMS

III. NINA M MARKS-SUPERINTENDENT

A. FCSB Policy 7250 Commemoration of School Facilities

IV. BOARD MEMBERS

V. BARBARA SANDERS-BOARD ATTORNEY

VI. PUBLIC/VISITOR COMMENTS

The Franklin County School Board welcomes you to this meeting. This is time set aside for the Citizens of Franklin County to address the School Board. Your participation is welcomed and appreciated

BOARD ACTION ITEMS

VII. CONSENT ITEMS

A. Bills-062916 $97,860.22
B. Bills-071116 $103,350.97
C. Minutes-06-28-16 Special Meeting

VIII. NINA M. MARKS-SUPERINTENDENT

A. 2016-17 PAEC Annual Resolution and Agreements

IX. KRIS BRAY-FCS PRINCIPAL

A. June Principal's Report (Non Action)
B. Request for Additional Employee Hours
C. Travel Request-Student

X. SONJA BUFFIN-TRANSPORTATION MANAGER

A. 2016-17 Tentative Bus Routes

XI. TERRY HILTON-FOOD SERVICE DIRECTOR

A. Food and Nutrition Report-June (Non Action)

FRANKLIN COUNTY SCHOOL BOARD
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XII. NICK O'GRADY-CURRICULUM & FEDERAL PROGRAMS DIRECTOR

A. LEADERSHIP PAEC/SAIL Academy (Information only)
B. 2016-17 Magnifying of the Minds Tutoring Contract
C. 2016-17 PAEC VAM Contract

XIII. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. FCSD Group Term Life Insurance
B. 2016-17 PAEC Risk Management Agreement
C. 2016-17 PAEC TSA Consulting Contract
D. Summer Hours Recommendation
E. Request to Hire-K Polous
F. Request to Hire-R Benjamin
G. Request to Hire-S Sanders
H. Request to Hire-T Nichols
I. Bus Inspector

XIV. BUD STRANGE-MAINTENANCE & OPERATIONS MANAGER

NO ACTION ITEMS

XV. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. 2016-17 Gaetz Aerospace Institute-Embry Riddle Agreement

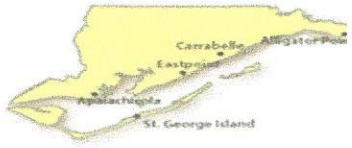
XVI. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

NO ACTION ITEMS

XVII. ADJOURNMENT

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax



Nina M Marks
Superintendent

Mrs. Nina Marks, Superintendent:

School Board Members:

Attached you will find the bills list for 6/29/16. If you have any questions, please call the finance office at 670-2810.

General Fund:	$47,670.30
School Food Service:	$37,439.73
Federal Fund:	$4,225.99
Capital Projects:	$8,524.00
Total	**$97,860.02**

District 1 George Thompson Vice Chair
District 2 Pam Marshall
District 3 Teresa Ann Martin
District 4 Stacy Kirvin
District 5 Pam Shiver Chair

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Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2015 - 2016	06/29/2016	66207	AP RUN 6/29/16 110	LONI AMBER THOMAS	T000000001	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$37.50
No	2015 - 2016	06/29/2016	66208	AP RUN 6/29/16 110	BAKER BROTHERS	V000001290	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$65.27
No	2015 - 2016	06/29/2016	66210	AP RUN 6/29/16 110	CERTIFIED PLUMBING & ELECTRIC	V000001651	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,000.00
No	2015 - 2016	06/29/2016	66211	AP RUN 6/29/16 110	COVINGTON HEAVY DUTY PARTS,INC	V000001751	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$435.70
No	2015 - 2016	06/29/2016	66212	AP RUN 6/29/16 110	DUKE ENERGY	V000007220	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$24,228.60
No	2015 - 2016	06/29/2016	66213	AP RUN 6/29/16 110	ESSENTIAL EDUCATION	V000002535	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,380.00
No	2015 - 2016	06/29/2016	66214	AP RUN 6/29/16 110	ALL AMERICAN SERVICE DEPT	V000000265	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$947.00
No	2015 - 2016	06/29/2016	66215	AP RUN 6/29/16 110	FLA TRANSPORTATION	V000003071	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$120.64
No	2015 - 2016	06/29/2016	66216	AP RUN 6/29/16 110	FLORIDA BLUE	V000009097	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$188.88
No	2015 - 2016	06/29/2016	66217	AP RUN 6/29/16 110	FRANKLIN CO SCHOOL FOOD SERV	V000003119	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$174.00
No	2015 - 2016	06/29/2016	66218	AP RUN 6/29/16 110	HERFF JONES	V000004020	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$796.24
No	2015 - 2016	06/29/2016	66219	AP RUN 6/29/16 110	JAMES A. HARRIS\TAX COLLECTOR	V000004780	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$879.07
No	2015 - 2016	06/29/2016	66220	AP RUN 6/29/16 110	JOHNSTONE SUPPLY	V000004778	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$66.95
No	2015 - 2016	06/29/2016	66221	AP RUN 6/29/16 110	JW PEPPER & SON, INC	V000006694	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,244.94
No	2015 - 2016	06/29/2016	66222	AP RUN 6/29/16 110	MARIA HORAN	V000004128	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$587.50
No	2015 - 2016	06/29/2016	66223	AP RUN 6/29/16 110	MATTHEWS BUSES, INC.	V000005744	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$3,050.18
No	2015 - 2016	06/29/2016	66224	AP RUN 6/29/16 110	MATTS SMALL ENGINE REPAIR LLC	V000021000	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$306.00
No	2015 - 2016	06/29/2016	66225	AP RUN 6/29/16 110	MICHELLE MEYER	V000005715	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$313.28
No	2015 - 2016	06/29/2016	66226	AP RUN 6/29/16 110	PANAMA BUSINESS MACHINES	V000007241	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$4.50
No	2015 - 2016	06/29/2016	66227	AP RUN 6/29/16 110	QUILL CORP.	V000007251	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$124.74
No	2015 - 2016	06/29/2016	66228	AP RUN 6/29/16 110	SOUTHERN SPEECH THERAPY INC	V000021003	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,782.50

No	2015 - 2016	06/29/2016	66229	AP RUN 6/29/16 110	GREAT CIRCLE TECHNOLOGIES, INC	V000002597	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$250.00
No	2015 - 2016	06/29/2016	66230	AP RUN 6/29/16 110	TIMOTHY CARROLL	T000005058	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$240.00
No	2015 - 2016	06/29/2016	66231	AP RUN 6/29/16 110	TOMMY'S GLASS & MIRROR CO INC	V000008710	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$570.43
No	2015 - 2016	06/29/2016	66232	AP RUN 6/29/16 110	SHANNON VENABLE	E019100465	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$101.00
No	2015 - 2016	06/29/2016	66233	AP RUN 6/29/16 110	WAKULLA COUNTY SCH. BOARD	V000009421	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$8,671.38
No	2015 - 2016	06/29/2016	66234	AP RUN 6/29/16 110	WAYNE NASH	T000000102	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$60.00
No	2015 - 2016	06/29/2016	66235	AP RUN 6/29/16 110 CORRECTION	CENTENNIAL BANK VISA	V000009337	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$44.00
Page Total													**$35,950.99**
Grand Total													**$47,670.30**

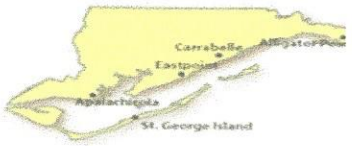
Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2015 - 2016	06/29/2016	14610	AP RUN 6/29/16 410	ARD'S FINA STATION	V000000065	0041 : SCHOOL FOOD SERVICE/CENTENNIAL	Printed Check	Riley, Darlene				$278.50
No	2015 - 2016	06/29/2016	14611	AP RUN 6/29/16 410	BAKER BROTHERS	V000001290	0041 : SCHOOL FOOD SERVICE/CENTENNIAL	Printed Check	Riley, Darlene				$482.00
No	2015 - 2016	06/29/2016	14612	AP RUN 6/29/16 410	M & B PRODUCTS	V000005736	0041 : SCHOOL FOOD SERVICE/CENTENNIAL	Printed Check	Riley, Darlene				$1,662.33
No	2015 - 2016	06/29/2016	14613	AP RUN 6/29/16 410	MOORE FAMILY MANAGEMENT, LLC	V000002589	0041 : SCHOOL FOOD SERVICE/CENTENNIAL	Printed Check	Riley, Darlene				$25,788.00
No	2015 - 2016	06/29/2016	14614	AP RUN 6/29/16 410	TIGER DIRECT	V000008828	0041 : SCHOOL FOOD SERVICE/CENTENNIAL	Printed Check	Riley, Darlene				$3,703.25
No	2015 - 2016	06/29/2016	14615	AP RUN 6/29/16 410	U.S. FOODSERVICE	V000009178	0041 : SCHOOL FOOD SERVICE/CENTENNIAL	Printed Check	Riley, Darlene				$5,525.65
Page Total													$37,439.73
Grand Total													$37,439.73

Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2015 - 2016	06/29/2016	22063	AP RUN 6/29/16 420	JAIME DUHART	E019080472	0042 : FEDERAL/CENTENNIAL	Printed Check	Riley, Darlene				$86.76
No	2015 - 2016	06/29/2016	22064	AP RUN 6/29/16 420	MINDWORKS RESOURCES INC	V000021022	0042 : FEDERAL/CENTENNIAL	Printed Check	Riley, Darlene				$2,690.00
No	2015 - 2016	06/29/2016	22065	AP RUN 6/29/16 420	WAKULLA COUNTY SCH. BOARD	V000009421	0042 : FEDERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,449.23
Page Total													$4,225.99
Grand Total													$4,225.99

Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2015 - 2016	06/29/2016	4725	AP RUN 6/29/16 340/370	APALACHICOLA BAY CHARTER	V000000183	0003 : CAPITAL PROJECTS/CENTENNIAL	Printed Check	Riley, Darlene				$8,524.00
Page Total													**$8,524.00**
Grand Total													**$8,524.00**

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax



Nina M Marks
Superintendent

Mrs. Nina Marks, Superintendent:

School Board Members:

Attached you will find the bills list for 7/11/16. If you have any questions, please call the finance office at 670-2810.

General Fund:	$44,046.08
School Food Service:	$0.00
Federal Fund:	$2,278.89
Capital Projects:	$57,026.00
Total	**$103,350.97**

District 1
George Thompson
Vice Chair

District 2
Pam Marshall

District 3
Teresa Ann Martin

District 4
Stacy Kirvin

District 5
Pam Shiver
Chair

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Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2016 - 2017	07/11/2016	66236	June 30, 2016 PAYABLES 110	ABC REHABILITATION SERVICES	V000000015	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$920.40
No	2016 - 2017	07/11/2016	66237	June 30, 2016 PAYABLES 110	APALACHICOLA ACE	V000000194	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$906.40
No	2016 - 2017	07/11/2016	66238	June 30, 2016 PAYABLES 110	CAROL ALLEN	E019150449	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$400.00
No	2016 - 2017	07/11/2016	66239	June 30, 2016 PAYABLES 110	LONI AMBER THOMAS	T000000001	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$60.00
No	2016 - 2017	07/11/2016	66240	June 30, 2016 PAYABLES 110	APALACHICOLA BAY CHARTER	V000000183	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$8,520.33
No	2016 - 2017	07/11/2016	66241	June 30, 2016 PAYABLES 110	APALACHICOLA MARINA	V000005508	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$2,885.06
No	2016 - 2017	07/11/2016	66242	June 30, 2016 PAYABLES 110	ARD'S FINA STATION	V000000065	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$342.15
No	2016 - 2017	07/11/2016	66243	June 30, 2016 PAYABLES 110	SWEET-SHERIDAN,CANDICE	V000007675	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,251.25
No	2016 - 2017	07/11/2016	66244	June 30, 2016 PAYABLES 110	CHRISTOPHER RAY GRANGER	T000002201	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$67.50
No	2016 - 2017	07/11/2016	66245	June 30, 2016 PAYABLES 110	DEBORAH COOPER	V000009955	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$299.04
No	2016 - 2017	07/11/2016	66246	June 30, 2016 PAYABLES 110	DR. LOIS MENDEZ CATLIN	T000001737	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,893.00
No	2016 - 2017	07/11/2016	66247	June 30, 2016 PAYABLES 110	DUKE ENERGY	V000007220	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$27.26
No	2016 - 2017	07/11/2016	66248	June 30, 2016 PAYABLES 110	EASTPOINT WATER & SEWER	V000002705	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$630.21
No	2016 - 2017	07/11/2016	66249	June 30, 2016 PAYABLES 110	EBSCO SIGN GROUP LLC	V000002601	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$962.38
No	2016 - 2017	07/11/2016	66250	June 30, 2016 PAYABLES	FERRELLGAS, LP	V000005010	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$12.00

				110										
No	2016 - 2017	07/11/2016	66251	June 30, 2016 PAYABLES 110	FIRST CALL TRUCK PARTS	V000003519	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$441.42
No	2016 - 2017	07/11/2016	66252	June 30, 2016 PAYABLES 110	FLORIDA ASSOCIATION OF MANAGEMENT INFORMATION SYSTEMS, INC.	V000264616	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$70.00
No	2016 - 2017	07/11/2016	66253	June 30, 2016 PAYABLES 110	GANDER AUTO PARTS, INC	V000000010	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$852.97
No	2016 - 2017	07/11/2016	66254	June 30, 2016 PAYABLES 110	IDA BRANNAN	T000000233	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$135.00
No	2016 - 2017	07/11/2016	66255	June 30, 2016 PAYABLES 110	J V GANDER DISTRIBUTORS, INC	V000003805	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$8,187.63
No	2016 - 2017	07/11/2016	66256	June 30, 2016 PAYABLES 110	JACKSON ACE HARDWARE	V000004751	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$240.87
No	2016 - 2017	07/11/2016	66257	June 30, 2016 PAYABLES 110	JAMES A. HARRIS\TAX COLLECTOR	V000004780	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$252.10
No	2016 - 2017	07/11/2016	66258	June 30, 2016 PAYABLES 110	KEVIN HAEUSSER	V000010012	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$2,652.28
No	2016 - 2017	07/11/2016	66259	June 30, 2016 PAYABLES 110	MICHELLE MEYER	V000005715	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$254.54
No	2016 - 2017	07/11/2016	66260	June 30, 2016 PAYABLES 110	MINOLTA CORPORATION	V000005711	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$105.16
No	2016 - 2017	07/11/2016	66261	June 30, 2016 PAYABLES 110	NEOLA, INC	V000002581	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$1,600.00
No	2016 - 2017	07/11/2016	66262	June 30, 2016 PAYABLES 110	PATRICIA HOLLENBECK	E019040519	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$22.00
No	2016 - 2017	07/11/2016	66263	June 30, 2016 PAYABLES 110	RICHARD HERRINGTON	E019168255	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$201.27
No	2016 - 2017	07/11/2016	66264	June 30, 2016 PAYABLES 110	RUMBERGER,KIRK & CALDWELL	V000007551	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$5,385.38
No	2016 - 2017	07/11/2016	66265	June 30, 2016 PAYABLES	SANDERS AND DUNCAN, P.A.	V000008011	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene					$1,248.63

				110									
No	2016 - 2017	07/11/2016	66266	June 30, 2016 PAYABLES 110	TAYLOR BUILDING SUPPLY	V000008701	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$624.55
No	2016 - 2017	07/11/2016	66267	June 30, 2016 PAYABLES 110	TERMINIX INTERNATIONAL	V000004002	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$326.00
No	2016 - 2017	07/11/2016	66268	June 30, 2016 PAYABLES 110	TIMOTHY CARROLL	T000005058	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$60.00
No	2016 - 2017	07/11/2016	66269	June 30, 2016 PAYABLES 110	TOTALFUNDS BY HASLER	V000008938	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$300.00
No	2016 - 2017	07/11/2016	66270	June 30, 2016 PAYABLES 110	VALRICO VENTURES, INC	V000264504	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$178.00
No	2016 - 2017	07/11/2016	66271	June 30, 2016 PAYABLES 110	VERIZON WIRELESS	V000000148	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$1,001.70
No	2016 - 2017	07/11/2016	66272	June 30, 2016 PAYABLES 110	WAYNE NASH	T000000102	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$60.00
No	2016 - 2017	07/11/2016	66273	June 30, 2016 PAYABLES 110	MELISSA WEST	E019000559	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$72.00
No	2016 - 2017	07/11/2016	66274	June 30, 2016 PAYABLES 110	WILLIE NICHOLS	T000002204	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$60.00
No	2016 - 2017	07/11/2016	66275	June 30, 2016 PAYABLES 110	YOUNGS	V000009802	0001 : GENERAL/CENTENNIAL	Printed Check	Riley, Darlene				$537.60
Page Total													**$28,864.00**
Grand Total													**$44,046.08**

Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2016 - 2017	07/11/2016	22066	JUNE 30, 2016 PAYABLES 420	KEVIN HAEUSSER	V000010012	0042 : FEDERAL/CENTENNIAL	Printed Check	Riley, Darlene				$2,278.89
Page Total													**$2,278.89**
Grand Total													**$2,278.89**

Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	Type	Created By	Reconciled	Voided	Memo	Amount
No	2016 - 2017	07/11/2016	4726	JUNE 30, 2016 PAYABLES 370	APALACHICOLA ACE	V000000194	0003 : CAPITAL PROJECTS/CENTENNIAL	Printed Check	Riley, Darlene				$6,000.00
No	2016 - 2017	07/11/2016	4727	JUNE 30, 2016 PAYABLES 370	MOORE FAMILY MANAGEMENT, LLC	V000002589	0003 : CAPITAL PROJECTS/CENTENNIAL	Printed Check	Riley, Darlene				$51,026.00
Page Total													**$57,026.00**
Grand Total													**$57,026.00**

FRANKLIN COUNTY SCHOOL BOARD

SPECIAL MEETING

WILLIE SPEED BOARD ROOM

JUNE 28, 2016

5:30 P.M.

MINUTES

BOARD MEMBERS PRESENT: Pam Shiver-Chair, George Thompson-Vice Chair, Stacy Kirvin, Pam Marshall and Teresa Ann Martin

OTHERS PRESENT: Nina Marks-Superintendent, Donna Duncan-Board Attorney and Monica Moron-Administrative Assistant

OTHERS ABSENT: Barbara Sanders-Board Attorney

I. CALL TO ORDER-Chair Shiver called the meeting to order 5:34

Superintendent Marks requested the following items be removed from the agenda:

- II-K *Request to Hire-R Elser*
- II-L *Additional Attendance Assistant (postponed from 06/20/16 regular meeting)*
- II-M *2016-17 Position Control Document (postponed from 06/20/16 regular meeting)*

Motion by Martin, seconded by Marshall to approve the agenda; Motion carried 5-0

II. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. Request to Hire-P Yates

Mrs. Karen Peddie, HR Director asked the Board to change the salary from $51,698 to $48,998. She remarked that there was a calculation error. Mrs. Peddie remarked that administration is planning to speak with the union about reformatting the salary schedule so the schedule would not be a moving target every year. Mrs. Marshall and Mrs. Peddie discussed why the salary for P. Yates was changed.

Motion by Kirvin, seconded by Marshall to approve item II-A; Motion carried 5-0

B. Request to Hire-G Doural

Motion by Marshall, seconded by Thompson to approve item II-B; Motion carried 5-0

C. Request to Hire-J Bruno-Carrino

Motion by Kirvin, seconded by Martin to approve item II-C; Motion carried 5-0

D. Request to Hire-J Simon

Motion by Martin, seconded by Thompson to approve item II-E; Motion carried 5-0

E. Request to Hire-K Cochran

Mrs. Peddie requested the placement level should be 6 and the starting salary should be changed from $40,444 to $36,335. These changes are due to the forced step hold from the union language.

Motion by Marshall, seconded by Thompson to approve item II-E; Motion carried 5-0

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
SPECIAL MEETING
WILLIE SPEED BOARD ROOM

JUNE 28, 2016

5:30 P.M.

MINUTES

BOARD MEMBERS PRESENT: Pam Shiver-Chair, George Thompson-Vice Chair, Stacy Kirvin, Pam Marshall and Teresa Ann Martin

OTHERS PRESENT: Nina Marks-Superintendent, Donna Duncan-Board Attorney and Monica Moron-Administrative Assistant

OTHERS ABSENT: Barbara Sanders-Board Attorney

F. Request to Hire-L Mathews

Motion by Martin, seconded by Marshall to approve item II-F; Motion carried 5-0

G. Request to Hire-Consenza

Motion by Martin, seconded by Thompson to approve item II-G; Motion carried 5-0

H. Request to Hire-M Yeomans

Motion by Martin, seconded by Marshall to approve item II-H; Motion carried 5-0

I. Request to Hire-T Bowen

Motion by Marshall, seconded by Martin to approve item II-I; Motion carried 5-0

J. Additional Summer Hours

Motion by Kirvin, seconded by Martin to approve item II-J; Motion carried 5-0

K. Request to Hire-R Elser-***No action taken***

L. Additional Attendance Assistant (postponed from 06/20/16 regular meeting)-***No action taken***

M. 2016-17 Position Control Document (postponed from 06/20/16 regular meeting)-***No action taken***

Prior to adjournment:

Ms. Martin stated for the record that the Board does not have control of any employee recommendations presented to the Board however she trusts that the superintendent and administrators are working to insure that we have diversity among staff from qualified candidates because we can only act on what the superintendent brings before the Board.

The Board, Principal Kris Bray and Mrs. Peddie discussed filing vacant positions.

Motion by Martin, seconded by Marshall to adjourn; Motion carried 5-0

Chair Shiver adjourned the meeting at 5:46p.m.

III. ADJOURNMENT

DRAFT

policy

COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the School Board may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State, or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

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FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

DATE: July 7, 2016

TO: Franklin County School Board

FROM: Nina M. Marks, Superintendent

RE: 2016-17 PAEC Agreements and Resolutions

Below is the list of annual resolutions between PAEC and Franklin County School District which need your approval.

1) District Participation in the Panhandle Area Educational Consortium
2) PAEC Professional Development Center (PDC) Resolution and Contract for District Participation
3) PAEC Student Data Services Resolution
4) Gateway Educational Computing Consultants Project Resolution
5) Performance Contract for Exceptional Student Education Consultative Services

I recommend we approve the agreements/resolutions as presented.

District 1
George Thompson
Vice Chair

District 2
Pam Marshall

District 3
Teresa Ann Martin

District 4
Stacy Kirvin

District 5
Pam Shiver
Chair

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GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT
RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION

A resolution of **THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA,** hereinafter referred to as District School Board, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA,** fiscal agent for **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)** and **THE DISTRICT SCHOOL BOARD,** for the rendering of services and benefits described in this resolution.

WHEREAS, THE DISTRICT SCHOOL BOARD, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the educational system and the school children of the school district, and

WHEREAS, the following PAEC member and participating districts Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Nassau, Suwannee, Taylor, Wakulla, Walton, Washington counties hereby agree to participate in the Gateway Educational Computing Consultants Project, and

WHEREAS, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as approved by the Board of Directors of PAEC as extended to include all the superintendents of districts participating in the Gateway Project.

I. SERVICES TO DISTRICTS. The general services to be provided by Gateway are:

A. Contracting for software updates, maintenance, and technical assistance.
B. Application of software updates implemented at Northwest Regional Data Center.
C. Training of district personnel with regard to:
    1. Initial and continuing implementation of system
    2. Operational changes required by software updates
    3. Operational changes per requirements of the Florida Department of Education.
D. On-site and telephone consultation to provide technical assistance and problem correction.
E. Technical assistance in the maintenance of disk and tape files to provide long-term records
F. Technical assistance in the operation of data processing equipment necessary to operate the system.
G. Maintenance of disk packs required for software libraries and online user files.
H. Technical assistance in providing required automated data tapes to DOE.
I. Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
J. Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
K. Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.

II. DISTRICT FINANCIAL PARTICIPATION. The DISTRICT SCHOOL BOARD, will pay for services received through participation in the Gateway Project. All assessments will be based on actual costs incurred, prorated among participating school districts on the base plus unweighted FTE basis. This contribution shall be the total obligation of each school district unless additional assessments are required by PAEC Extended Board of Directors' action. Payment must be made by the participating district and received by the fiscal agent by August 15.

III. TERMS OF AGREEMENT. The term of this agreement with the Gateway/PAEC Project shall commence as of July 1, 2016 and shall end on June 30, 2017. Each school district entering into the Gateway/PAEC Project shall do so effective July 1, 2016 unless specified to the contrary.

IV. TERMINATION OF AGREEMENT. Any participant may withdraw from this agreement by written notification to the PAEC Executive Director one year prior to withdrawal.

V. ADMINISTRATIVE/STAFFING. The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

Each district superintendent shall appoint a representative to serve on the Advisory Committee. This committee shall assist the Executive Director in the overall management of the project. Recommendations from this committee shall be presented to the PAEC Extended Board for official action.

VI. EQUIPMENT PURCHASES AND TRANSFERS. The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above described services, **THE SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE GATEWAY EDUCATIONAL COMPUTING CONSORTIUM PROJECT**, the sum of **$18,268.59,** payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the Franklin School District on this 5th day of July, 2016.

Milton Brown, Board Chairman
School Board of Washington County

Date: _____

Pam Shiver, Board Chairman
School Board of Franklin County

Date: _____

Superintendent Herbert J. Taylor
School Board of Washington County

Date: _____

Nina Marks, Superintendent
School Board of Franklin County

Date: 07/05/16

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: June 21, 2016
WCSB date: June 30, 2016

DISTRICT PARTICIPATION IN THE
PANHANDLE AREA EDUCATIONAL CONSORTIUM

A resolution of the **DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA**, hereinafter referred to as District School Board, pursuant to Florida Statutes, Sections 230.23(4)(j), 230.23(12), and 1001.451, adopting a plan for cooperating with school boards of other districts in this state in a Regional Consortium Service Organization, the Panhandle Area Educational Consortium (PAEC), for acquisition of materials, supplies, equipment, contracted services, and participation in programs and projects, when such meets specific needs of the district and is deemed educationally/monetarily beneficial by the school board.

WHEREAS, the District School Board has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs, and services when it is to the best interest of the taxpayers of their county and for the best interest of the educational system and the school children of the school district, and

WHEREAS, it is necessary to adopt resolutions spread upon the minutes of each participating school board, which provide a plan for cooperating with school boards of other districts in the state for the projects and activities cooperatively initiated, and

WHEREAS, the school boards of **Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington counties, FAMU Developmental Research School,** and all such other eligible school boards which adopt a like resolution and are approved for Consortium membership by the Board of Directors, hereinafter called the Member Districts, have established and participated in the Panhandle Area Educational Consortium (PAEC), a Regional Consortium Service Organization, jointly performing, bidding, contracting for, and purchasing certain materials, supplies, equipment, and services to be used in respective school systems, and

WHEREAS, the Consortium is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all programs, services, projects, and activities initiated through recommendation of the Board of Directors to its designated District of Record, the Washington County School Board (WCSB), for approval.

I. SPECIFIC DISTRICT NEEDS. That specific needs identified by the District School Board can be better met through cooperative programs/services undertaken with other participating school boards. Such needs include:

A. Educational/instructional needs of specific student populations.
B. Professional development often mandated by law, for both instructional and non-instructional personnel.
C. Supplementary contracted services to compensate for limited staff, staff time, or expertise in federal and state mandated programs.
D. Student evaluation services.
E. Reduction in overhead costs of administration and conducting specific programs/activities through pooling of resources.
F. Financial advantages of cooperatively bidding and/or purchasing: materials, supplies, equipment, services, and programs that afford district protection.

II. SERVICES TO DISTRICT. That the District School Board does hereby determine that it is in the best interest of the taxpayers of their county to cooperate with other school districts in the operation of the PAEC, availing themselves of the services which meet specific district needs. Projects, programs, and contracted services may also be provided to non-member districts. Non-member districts shall pay for contracted services or goods received in the manner provided in Section IV of this Agreement or in the manner designated by the Board of Directors. Services will be provided through the PAEC. The services provided include, but are not necessarily

limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

A. Professional Development Center with electronic learning content and management system (FloridaLearns Academy™)
B. Federal and State Discretionary Programs
C. Federal and State Mandated Programs
D. Student Testing
E. Printing
F. Cooperative Bidding & Purchasing
G. Risk Management Services
H. Financial and Data Management Information Services (Gateway)
I. Distance Learning Services
J. Pupil Personnel Services
K. Instructional Services
L. Program Evaluation Services
M. Resource Development
N. Exceptional Student Education Services
O. Research and Data Analysis Services
P. Federal and State Grant Procurement and Coordination
Q. Health Insurance
R. Planning and Accountability
S. Student Data Services
T. Any other services recommended by the Board of Directors of the Consortium and approved by the District of Record, currently the Washington County School Board.

III. METHOD(S) OF EVALUATION. That the Superintendent or designee will, at least annually, evaluate the results of services provided through the PAEC as follows:

A. For services rendered without direct assessment to the district, such as participation in various projects funded by the state or federal government, the superintendent or designee will evaluate the results in terms of the following criteria:
    1. Quality of service.
    2. Correspondence to district's instructional professional development.
    3. Benefits derived by the district.
B. For contracted services, the Superintendent or designee will review each contract in terms of the following criteria:
    1. Fulfillment of obligations itemized in the contract.
    2. Quality of service provided, including professionalism of personnel involved.
    3. Cost efficiency.
    4. Benefits derived by the district.
C. For professional development provided, the Superintendent or designee will review:
    1. The compiled evaluation of data from participating district personnel to determine efficacy and quality.
    2. Cost efficiency.
    3. Correspondence of professional development to district needs.
D. For cooperative programs/activities involving pooling of districts' resources, the Superintendent or designee will review in terms of the following criteria:

1. Amount and quality of services received by the district.
2. Cost efficiency of pooling.
3. Correspondence of program/activity to district needs.

IV. DISTRICT PARTICIPATING IN FUNDING. That the District School Board will pay allocated costs for the services or goods received through participation in specific programs, projects, or activities of the Consortium. All assessments of compensation will be based on actual costs incurred, as itemized in contracts and/or invoices. The projected cost will be furnished to the superintendent prior to implementation of the service, with adjustments for actual costs being made only upon mutual consent of both parties.

V. PENALITIES AND SEVERABILITY.

A. Should the District of Record, currently WCSB, in its capacity as fiscal agent for PAEC, be assessed a penalty or fine (including reimbursement of grant funds) by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC, then the Member Districts would share responsibility for satisfaction of the penalty or fine based on the following:
   1. 50% of the fine or penalty shall be allocated equally among all the Member Districts.
   2. The remaining 50% of the fine or penalty shall be allocated among the Member Districts according to each district's percentage of the total FTE.
   3. The total of the amount to be allocated among the Member Districts under subparagraphs 1) and 2) shall first be reduced by any and all amounts recoverable by insurance or other bonds.

B. Each Member District acknowledges and agrees that, as a condition of continued participation in the PAEC, each Member District is required to comply with and perform the above provision regarding satisfaction of any such fines or penalties. In the event that a Member District fails to satisfy its allocation as set forth above, the PAEC Board of Directors shall determine the repayment schedule for the Member District and any interest due PAEC. Member District agrees that if repayment has not been made by the date of expiration of this repayment period, said district:
   1. Shall no longer be eligible for participation as a Member District in PAEC.
   2. Shall no longer be a member of PAEC.
   3. Shall not be entitled to continue to receive any of the benefits of membership in PAEC. Any Member District whose participation in PAEC is terminated under this resolution shall pay all allocated costs that have accrued to that district by virtue of participation in PAEC through the end of the month during which termination of participation occurs.

C. In the event a Member District's participation is terminated pursuant to the foregoing paragraph B, and that former member has not satisfied its allocated share of any fine or penalty in accordance with paragraph A, then the allocated share of each of the remaining Member Districts shall then be re-determined in accordance with paragraph A based on the number of the remaining Member Districts and their respective percentage of the total FTE.

D. The District of Record, currently WCSB, shall be responsible, only as allocated above as a Member District, for any such penalty or fine (including reimbursement of grant funds) assessed by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC. In the event that the other Member Districts fail to comply with the above provisions relating to satisfaction of fines or penalties, WCSB shall have the right to terminate its fiscal agent agreement during the term of said agreement on the following terms:
   1. WCSB must give written notice and a thirty-day opportunity to cure any such failure to comply to the Member District or districts involved and to PAEC;
   2. Termination shall not be permitted during the term of the agreement if the noncompliance is cured within the thirty-day period;
   3. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the contract is terminated.

E. Should the District of Record, currently Washington County School Board (WCSB), based on its own mismanagement or negligence, be assessed a fine or penalty (including reimbursement of grant funds) or be prohibited by any governmental agency or court from receiving any grant, PAEC (through its Board of Directors) shall have the right to terminate the fiscal agent agreement with WCSB by giving written notice and may appoint a new fiscal agent. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the contract is terminated. There shall be no other monetary liability from PAEC or any other Member District to WCSB in the event of any such termination.

F. Should PAEC be dissolved or moved to a different physical location by action of the PAEC Board of Directors, the District of Record, currently WCSB, shall dispose of the current PAEC facility in accordance with the terms of the Annual Fiscal Agent Agreement Between the Washington County District School Board and the Panhandle Area Educational Consortium ("Annual Agreement"), reflecting PAEC's equitable ownership in its current physical facility. The PAEC Board of Directors would determine the use of the funds from the sale of the property.

G. It is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member's liability as set forth in Section 768.28, Florida Statutes.

VI. GOVERNANCE OF PAEC. That the organization and governance of the PAEC shall be as follows:

A. The Board of Directors has designated the WCSB to serve as the District of Record for contractual and reporting purposes for the Consortium. Said Board will:
   1. Serve as employer for all Consortium staff, establishing policies in collaboration with the Board of Directors by which all personnel so employed will be governed. The District of Record assumes no liability for continued employment of Consortium staff in the event of loss of funds, discontinuation of project services or a reduction in force by Consortium Board of Directors. Additionally, the provisions of Section V (Penalties and Severability) shall apply to the extent that the District of Record (currently WCSB) were to be found liable and

required by an administrative agency or court of competent jurisdiction to make a payment for unpaid wages or other losses to an employee of PAEC as a result of an employment action taken by PAEC so that any such liability shall be shared by the members of PAEC. The provisions of Section V shall only apply, however, in the event the order is not reversed or vacated on appeal. Additionally, nothing herein shall be construed or intended by any member or PAEC to serve as a waiver of any immunity of any kind. This provision shall not apply in the event it were deemed to be any such waiver of any type of immunity from liability. Moreover, it is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member's liability as set forth in Section 768.28, Florida Statutes.

2. Serve as title holder for building complex on 753 West Boulevard, Chipley for PAEC and its Member Districts according to "Annual Fiscal Agent Agreement Section B. Equitable Ownership of Building Complex at 753 West Boulevard".
3. Serve as District of Record for the Consortium, with mutually agreed upon compensation for services. These services will include, but not be limited to:
    a. Monthly financial report to Member Districts.
    b. Separate report on the financial status of the Consortium in the annual financial report of the district to the Commissioner.
4. Per Florida Statutes and Florida Administrative Code, approve all programs, projects, contracts, bids and procedures for operation of the Consortium as part of the District of Record's consent agenda. If an action is not approved, written explanation of just cause shall be provided to the PAEC Board of Directors within fourteen (14) days of the District of Record's decision.

B. The Board of Directors for the Consortium shall be composed of the Superintendents of all Member Districts. The Directors will:
1. Determine all policies for operation of the Consortium.
2. Determine programs, products, contracted services, and charges for services rendered by the Consortium.
3. Determine Consortium salary schedule and compensation plan.
4. Recommend establishment of positions and individuals for appointment to the District of Record.

The Board of Directors has full authority to control the Consortium within the parameters of Florida Statutes, State Board of Education administrative rules, and the Board-approved policies of the school board of the District of Record.

C. An Executive Director, recommended by the Board of Directors and approved by the school board of the District of Record, will manage the operation of the Consortium. Said Executive Director will:
1. Be responsible for compliance of Consortium operation with all Consortium policies, applicable State Laws, and State Board of Education Regulations.
2. Keep the Board of Directors and District of Record apprised of all

Consortium activities.

VII. **TERMS OF AGREEMENT**. The term of this Agreement shall commence and be deemed in full force and effective as of July 1, 2016. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

VIII. **TERMINATION OF AGREEMENT**. Any participant may withdraw from this agreement by written notification to the PAEC Executive Director six months prior to renewal.

This Agreement among the Member Districts of the Consortium, as set forth in this resolution, will be in operation and effect from July 1, 2016, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium, shall be binding for one (1) fiscal year from said date of July 1, 2016.

For the above described services, **THE SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **PAEC**, the sum of **$5,479.32,** payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the Franklin School District on this 18th day of July, 2016.

Milton Brown, Board Chairman
School Board of Washington County

Date: _____

Pam Shiver, Board Chairman
School Board of Franklin County

Date: _____

Herbert J. Taylor, Superintendent
School Board of Washington County

Date: _____

Nina Marks, Superintendent
School **Board** of Franklin County

Date: 07/05/16

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date: _____

PAEC Bd of Dir: June 21, 2016
WCSB: June 30, 2016

THE PAEC PROFESSIONAL DEVELOPMENT CENTER
RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION

A resolution of **THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA**, hereinafter referred to as District School Board, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, hereinafter referred to as the District of Record on behalf of **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)** and **THE DISTRICT SCHOOL BOARD**, for the rendering of services and benefits described in this resolution.

WHEREAS, THE DISTRICT SCHOOL BOARD, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the educational system and the school children of the school district, and

WHEREAS, **THE DISTRICT SCHOOL BOARD** agrees to participate along with other member districts in the PAEC Professional Development Center (PAEC/PDC) and

WHEREAS, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council and approved by the PAEC Board of Directors.

I. SERVICES TO DISTRICTS. The general services to be provided by PAEC/PDC are to:

A. Coordinate completion of the 5 year Master Inservice Plan for Professional Development maximizing resources available to small and rural districts, with subsequent submission to the Florida Department of Education.
B. Develop and renew add-on endorsement packages.
C. Integrate a standard electronic Professional Learning Plan (PLP) with ePDC.
D. Coordinate completion of the Annual Professional Development Needs Assessments.
E. Coordinate update of the Professional Development System to meet revised Florida Statute guidelines and FDOE standards.
F. Provide annual update training for district administrators on the PAEC *electronic* Professional Development Connections (ePDC).
G. Provide a toll-free Technical Support Hotline.
H. Provide pre-audit technical assistance in preparation for Florida's Professional Development System Evaluation Protocol site visits.
I. Coordinate multi-district inservice activities in collaboration with district staff.
J. Assist district or school staff with appropriate selection of presenters for delivery of needs-based professional development.
K. Provide other services approved by the PAEC Board of Directors through the District of Record.

II. DISTRICT FINANCIAL PARTICIPATION. The **DISTRICT SCHOOL BOARD** will pay for services received through participation in the PAEC/PDC as specified. The funding for the PAEC/PDC is based on FTE.

- $3.35/FTE calculated on the FEFP Fourth Calculation from the previous year.
- Payment must be made by the participating district and received by the fiscal agent by August 15.

This contribution shall be the total obligation of each school district unless additional assessments are approved by the PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council and PAEC Board of Directors.

III. **TERMS OF AGREEMENT**. The term of this agreement with the PAEC/PDC shall commence as of July 1, 2016, and shall end on June 30, 2017 with annual renewal.

- Written notice of intent to withdraw from participation in the PAEC Professional Development Center will be provided to the PAEC Board of Directors six months prior to the renewal date.

IV. **ADMINISTRATIVE/STAFFING**. The PAEC/PDC is administered through the PAEC Board of Directors and includes all benefits and obligations of the consortium. The PAEC/PDC staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The PAEC/PDC shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

The PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council for the FloridaLearns Academy, approved by the PAEC Board of Directors, is comprised of the Professional Development Directors and Curriculum Coordinators from the PAEC/PDC member districts. Recommendations from this committee shall be presented by the PAEC Executive Director to the PAEC Board of Directors for official action.

V. **EQUIPMENT PURCHASES AND TRANSFERS**. The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board according to the present PAEC Agreement. If the PAEC/PDC is transferred to another District of Record, all equipment purchased with PAEC/PDC funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above described services, **THE SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE PAEC Professional Development Center**, the sum of $4,152.86, payable upon completion of this resolution. This figure is based on the FEFP Fourth Calculation (1,239.66) from the previous year.

APPROVED:

Resolved in a Regular Session of the School Board of Franklin County, Florida on this __5th__ day of __July_____, 2016

Milton Brown, Board Chairman
School Board of Washington County

Date: _____

Pam Shiver, Board Chairman
School Board of Franklin County

Date: _____

Herbert J. Taylor, Superintendent
School Board of Washington County

Date: _____

Nina Marks, Superintendent
School Board of Franklin County
Date: 07/05/16

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: TBD
WCSB date: TBD

PAEC STUDENT DATA SERVICES
RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION

A resolution of **THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY, FLORIDA**, pursuant to Florida Statutes 1001.42 and Florida State Board of Education Administrative Rule 6A-1.099, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA,** fiscal agent for **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC) and PAEC STUDENT DATA SERVICES** and **THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY FLORIDA,** has been reviewed by both parties. It is the decision of these participants that the resolution for rendering of services and benefits shall commence as of July 1, 2016 and shall end on June 30, 2017.

WHEREAS, THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY FLORIDA has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the education system and the school children of the participant, AND

WHEREAS, **THE DISTRICT SCHOOL BOARDS OF CALHOUN, FRANKLIN, GULF, HOLMES, JACKSON, JEFFERSON, LIBERTY, MADISON, SUWANNEE, TAYLOR, WAKULLA, WALTON, WASHINGTON COUNTIES, FAMU DEVELOPMENTAL RESEARCH SCHOOL and FLORIDA ATLANTIC UNIVERSITY SCHOOLS** hereby establish and agree to participate in PAEC Student Data Services, AND

WHEREAS, the Consortium is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Student Data Services Advisory Committee and approved by the extended Board of Directors of PAEC STUDENT DATA SERVICES.

THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

I. SERVICES TO DISTRICT. The specific needs, which will be met by consortium activity, are:

A. Compliance with Department of Education (DOE) database and reporting requirements.
B. Telephone and/or on-site consultation with only primary and/or backup contact to provide technical assistance to any Student Data Services application related problem.
C. Training of district personnel with regards to:
    1. Implementation, use, and maintenance of student information system
    2. Selected North West Regional Data Center (NWRDC) batch applications
    3. Pertinent system activity and procedures involving the Student Data Services system
    4. Quarterly Training sessions of pertinent system activity and procedures involving the Student Data System
    5. Maintenance of historical data resources directly related to the Student Data Services system
    6. Other specific needs recommended by the Advisory Committee of the PAEC Student Data Services and approved by the PAEC extended Board of Directors.
D. Develop, implement, maintain and update district/consortium/institution level online and batch software for use within Student Data Services information system as deemed reasonable and appropriate by the Advisory Committee and approved by the PAEC extended Board of Directors.
E. Provide primary and conversion files for present and future student information systems.
F. Operate as point of contact for any issues arising with the FOCUS student system.

II. DISTRICT RESPONSIBILITIES

A. Superintendent will appoint one representative to serve on the Advisory Committee and that person will serve as the primary contact (POC) between PAEC and district.
B. POCs will designate backup(s).
C. Provide accurate and clean data.
D. Responsible for attending conference calls and trainings
E. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
F. Responsible for importing data (i.e. test scores) into system
G. Responsible for facilitating internal training to district personnel

III. PARTICIPANTS FINANCIAL PARTICIPATION. **THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY**, will pay for services received through participating in the Consortium. All assessments will be based on actual costs incurred, prorated among participants on the base plus unweighted FTE basis. Each participant hereby agrees to contribute to the **DISTRICT OF RECORD, THE DISTRICT SCHOOL BOARD OF WASHINGTON COUNTY,** a base sum plus a sum per unweighted FTE and Workforce Development Information System (WDIS) as per the previous year's enrollment. This contribution shall be the total obligation of each participant during the agreement year.

IV. TERMS OF AGREEMENT. The term of this agreement with PAEC Student Data Services shall commence as of July 1 of each school year and shall end on June 30 of each school year or on/after renewal of subsequent year contract/participation agreement. Each participant entering into PAEC Student Data Services shall do so effective July 1 unless specified to the contrary. Payment must be made by the participant and received by the fiscal agent by August 15.

V. TERMINATION OF AGREEMENT.

A. WITHDRAWAL BY PARTICIPANT

Any participant may withdraw from this agreement by written notification to the PAEC Executive Director one year prior to withdrawal.

B. WITHDRAWAL BY CONSORTIUM

The Board of Directors of PAEC Student Data Services may decline to provide services to a participant because of failure to:

- Sign and return annual participation agreement/contract and payment before September 1
- Provide proof of agreement with the UNIVERSITY by September 1 (this only applies to DRS schools)
- Perform MIS duties efficiently
- Consistently meet state reporting deadlines
- Provide qualified district level contacts

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least one full school year before the existing contract/participation agreement expires.

VI. ADMINISTRATIVE/STAFFING. PAEC STUDENT DATA SERVICES is administered under the PAEC extended Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC STUDENT DATA SERVICES staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. PAEC STUDENT DATA SERVICES shall have an Advisory Committee. The Committee shall assist

the Executive Director in the overall management of PAEC STUDENT DATA SERVICES. The Advisory Committee shall consist of one (1) voting member from each district, appointed by the district Superintendent. A quorum must be present to take action. The Committee will have a chair and a co-chair which will serve two (2) year terms on alternating rotations. The chair and co-chair will be elected by the Committee and approved by the PAEC extended Board of Directors. Additionally, the Student Data Services project shall contribute its pro-rata share of the annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

VII. FUNDING. This agreement is subject to availability of funds duly appropriated by the Florida Legislature in accordance with Section 287.0582, Florida Statutes or provided by a funding agency or sponsored program.

VIII. RESOLUTION OF DISAGREEMENTS. Pursuant to Section 6.1099(1), Florida Administrative Code, any disagreements, which cannot be satisfactorily resolved by the Parties to this agreement, may be referred to the Secretary of Education whose decision shall be binding on all cooperating boards.

For the above described services, **THE DISTRICT SCHOOL BOARD OF FRANKLIN COUNTY FLORIDA**, agrees to pay **THE DISTRICT SCHOOL BOARD OF WASHINGTON COUNTY**, **FLORIDA**, fiscal agent and District of Record for **PAEC and PAEC STUDENT DATA SERVICES**, the sum of $10,994.71, payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the Franklin School District on this 5th day of July, 2016.

_____
Milton Brown, Board Chairman
School Board of Washington County

Date: _____

_____
Herbert J. Taylor, Superintendent
School Board of Washington County

Date: _____

_____
John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date: _____

_____
Pam Shiver, Board Chairman
School Board of Franklin County

Date: _____

Nina M. Marks
_____
Nina Marks, Superintendent
School Board of Franklin County

Date: 07/05/16

BOD date: June 21, 2016
WCSB date: June 30, 2016

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

Performance Contract for Exceptional Student Education

Consultative Services

THIS CONTRACT is made and entered into the _____day of _____, 2016 by and between the Franklin County School Board, Eastpoint, Florida, Contractee, and the Washington County School Board representing the Panhandle Area Educational Consortium, herein referred to as the Contractor.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the above described parties covenant and agree as follows:

A. The Contractor agrees to do the following:

1. Provide an annual subscription to and maintain, update and revise the RISE, Inc. ESE Process Manual and provide any needed training to staff as determined by the ESE Director, on the implementation of the Manual based on revisions made using staff input, revised rules, policies, technical assistance papers and federal regulations.
2. Assist in preparation, where necessary, of the Special Programs and Procedures Document (SP&P) and any amendments/revisions as required by the Florida Department of Education in accordance with any timelines prescribed.
3. Provide periodic and onsite consultations, as requested by the ESE Director in areas determined by the Director, which may include self-assessment, ESE program development and evaluation, parent issues and concerns, procedural requirements, policy interpretations, and any other areas as determined by the Director.
4. Provide access to unlimited telephone and email consultation on issues determined by the ESE Director, and provide ESE information, through phone calls, faxes, emails, etc., as well as an "ESE Legal Meeting/Retreat" at least one time per contract year.
5. Involve district level ESE staff in meetings to review the ESE Process Manual, discuss legal issues, etc.

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Nina M Marks
Superintendent
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B. The Contractee agrees as follows:

1. To pay the sum of Seventy Five Hundred Dollars ($7,500.00), in two payments, according to the following schedule:

No later than December 31, 2016	$3,750
No later than May 31, 2017	$3,750

2. Should the Contractor be unable to deliver as called for in this Contract, he or she may propose a Contract amendment. There is no obligation on the part of the Contractee to concur in such a proposal or to accept later delivery of any product(s). Unless the contract is properly amended, in the event of non-delivery all liability for payment for a product(s) by the Contractee shall expire the day following the specified due date.

3. To cooperate expeditiously in all matters requiring information concurrence or approval in order that the Contractor will not be unduly delayed in performing. This will include:
   a. Designating the ESE Director as the contact person for the Contractor.
   b. Providing information necessary for the Contractor to determine operational procedures and definitions of tasks.

C. General Provisions. It is also understood and agreed by and between the above described parties to this Contract that:

1. The Contractor shall be in compliance with the provisions of Section 601 of the Civil Rights Act of 1964 as it applies to the contractual services performance by the Contractee or any of its obligations under this Contract shall be subject to such provisions.

2. The performance by the Contractor of any of its obligations under this contract shall be subject to and contingent upon the availability of monies lawfully applicable for such purposes. If the Contractee deems, at any time during the term of the contract that monies lawfully applicable to this contract shall not be available for the remainder of the terms, the Contractee shall promptly so notify the Contractor, whereupon the obligations of the parties herein shall end upon the giving of such notice and this contract shall be considered as cancelled.

3. In the case of cancellation, only the costs actually accrued to date of cancellation will be due and payable, and all work in progress will become property of the Contractee and will be turned over promptly by the Contractor. This Contract may be cancelled by either party giving sixty (60) days' notice to the other, or upon conditions specified in C-2.

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Superintendent



TOGETHER EVERYONE ACHIEVES MORE

4. **Period of Contract.** This contract shall begin upon signing and all work shall be completed by June 30, 2017. No payment shall be invoiced or paid for any work performed outside of the period of the contract.
5. **Modifications of the Contract.** This contract may only be changed or modified by an amendment executed in the same fashion as the original.
6. Travel expenses shall be considered as part of the contracted amount and shall not be reimbursed separate from the payment schedule. Accounts of travel performed in conjunction with this Contract shall be substantiated by receipts and appropriate documentation.
7. Services provided under this Contract are not considered legal services and will not include the provision of legal services. Rather, these services are considered consultative in nature only and the district must consult with its local school board attorney for legal advice. Should the district need actual legal services, such as representation in a legal proceeding (such as a due process hearing, mediation or resolution session), legal research related to a specific matter, etc., such services will be provided in conjunction with the local school board attorney and pursuant to a separate Agreement or Contract and in accordance with applicable rules and provisions of the Florida Bar and relevant laws.

IN WITNESS WHEREOF, the parties hereto, by the undersigned, authorized to bind said parties, set their hands on this the ____ of _____, 2016.

APPROVED:

Nina M. Marks, Superintendent
Franklin County School District

John Selover, Executive Director
Panhandle Area Educational
Consortium

Pam Shiver, Chair
Franklin County School Board
Contractee

Herbert J. Taylor, Superintendent
Washington County School Board,
Contractor

FRANKLIN COUNTY SCHOOL – HOME OF THE SEAHAWKS

Where We Stand

Test	Percentage Level 3 or Higher State 2015-16	Percentage Level 3 or Higher FCS 2015-16	Difference in Pass Rate 2015-16	Percentage Level 3 or Higher State 2014-15	Percentage Level 3 or Higher FCS 2014-15	Difference in Pass Rate 2014-15	*Difference in % between 2014-15 and 2015-16*
3rd Grade - ELA	54.00%	31.00%	-23.00%	53.00%	*31.00%*	-22.00%	*0.00%*
3rd Grade - Math	61.00%	26.39%	-34.61%	58.00%	*43.00%*	-15.00%	*-16.61%*
4th Grade - ELA	52.00%	38.20%	-13.80%	54.00%	*31.00%*	-23.00%	***7.20%***
4th Grade - Math	59.00%	40.00%	-19.00%	59.00%	*24.00%*	-25.00%	***16.00%***
5th Grade - ELA	52.00%	29.78%	-22.22%	52.00%	*35.00%*	-15.00%	*-5.22%*
5th Grade - Math	55.00%	35.00%	-20.00%	55.00%	*57.00%*	**2.00%**	*-22.00%*
5th Grade - Science	51.00%	37.00%	-13.00%	53.00%	*39.00%*	-14.00%	*-2.00%*
6th Grade - ELA	52.00%	32.80%	-19.20%	51.00%	*37.00%*	-14.00%	*-4.20%*
6th Grade - Math	50.00%	35.00%	-15.00%	50.00%	*31.00%*	-19.00%	***4.00%***
7th Grade - ELA	49.00%	28.57%	-21.43%	51.00%	*33.00%*	-18.00%	*-4.43%*
7th Grade - Math	52.00%	33.00%	-19.00%	52.00%	*55.00%*	**3.00%**	*-22.00%*
8th Grade - ELA	57.00%	31.90%	-25.10%	55.00%	*39.00%*	-16.00%	*-7.10%*
8th Grade - Math	48.00%	17.65%	-30.35%	45.00%	*33.00%*	-15.00%	*-15.35%*
8th Grade - Science	48.00%	51.00%	**3.00%**	48.00%	*21.00%*	-27.00%	***30.00%***
9th Grade - ELA	51.00%	44.28%	-6.72%	53.00%	*58.10%*	**5.00%**	*-13.82%*

Test	Percentage Level 3 or Higher State	Percentage Level 3 or Higher FCS	Difference in Pass Rate	Percentage Level 3 or Higher State	*Percentage Level 3 or Higher 2014-15*	Difference in Pass Rate	*Difference between 2014-15 and 2015-16*
Algebra I	55.00%	31.00%	-24.00%	56.00%	*41.00%*	-15.00%	*-10.00%*
Algebra II	40.00%	73.30%	**33.30%**	36.00%	*28.57%*	-7.00%	***44.73%***
Biology	63.00%	60.00%	-3.00%	65.00%	*51.00%*	-14.00%	***9.00%***
Geometry	51.00%	40.20%	-10.80%	53.00%	*34.75%*	-17.00%	***5.45%***
U.S. History	66.00%	45.00%	-21.00%	66.00%	*65.00%*	-1.00%	*-20.00%*
Civics	67.00%	57.00%	-10.00%	65.00%	*41.00%*	-13.00%	***16.00%***
10th Grade ELA	50.00%	53.73%	**3.73%**	51.00%	*47.29%*	-4.00%	***6.44%***
ELA Retake	15.00%	25.00%	**10.00%**	----%	*-----%*	**-----%**	*----%*

We Own This

Shortfalls

- Largest separation from state mean 3rd, 5th, & 8th Grade ELA/Math – Algebra I & US History
- Biggest decreases from 2014-15 – 5th & 7th Grade Math and US History

Where We Shine

- Algebra II – 44.73% increase from 2014-15 SY – Highest Pass Rate in the State
- 8th Grade Science – 30% increase from 2014-15 SY
- 72.7% of the increases were in Math and Science Courses
- 5 of 7 End-of-Courses scores increased from 2014-15 SY
- Notable increases in 4th Grade Math (16%), 8th Grade Math (15%), and Civics (16%)

FRANKLIN COUNTY DISTRICT SCHOOLS

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Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

DATE: July 11, 2016

TO: Nina M. Marks, Superintendent

FROM: Kris Bray, Principal

RE: Additional Hours

I would like to request additional hours for the following people to prepare for and provide new teacher orientation/professional development for the first week of August (1st- 5th)?

Harolyn Walker
Laura King
Patti Creamer

Respectfully Submitted,

Kris Bray

Kris Bray

District 1 George Thompson Vice Chair
District 2 Pam Marshall
District 3 Teresa Ann Martin
District 4 Stacy Kirvin
District 5 Pam Shiver Chair

An Equal Opportunity Employer
www.franklincountyschool.org

FRANKLIN COUNTY SCHOOL DISTRICT
TRAVEL REQUEST FORM

Grant Funded? ☐ Yes ☒ No

Name Leigh Smith

Name of Conference UCA Cheerleading Camp

Location of Conference Orlando, FL University of Central Florida

Date(s) of Conference 7/24/16 – 7/27/16

Overnight Stay Required? ☒ Yes ☐ No Stipend Requested? ☐ Yes ☒ No

Account Strip (Finance)

Fund	Function	Object	Cost Center	Project	Amount

Estimated Cost

Registration Fee	Stipend	Meals	Lodging Expenses	Transportation Amount	Sub-Total
				Total Cost	

Comments Paid from Internal Funds.

APPROVALS:

SUPERVISOR Kris Bray DATE 6/28/16

FINANCE Shanna Venable DATE 6/29/16

SUPERINTENDENT _____ DATE _____



****

Please complete this form in its entirety. An approved travel request form must be attached to travel voucher when requesting reimbursement. Overnight travel will require the approval of the School Board at a regularly scheduled meeting.

Note: Obtain project numbers from the school bookkeeper or the district finance office.

J.M. - 11/14/2012

Chaperones:
Leigh Smith- sponsor
Sunny Stultz- cheer staff member
*We will be staying in the girls dormitory on the same floor and hallway as our cheerleaders.

Room Assignments: 4 per dorm

Chelsea Register	Myranda McLeod	Jencyn Stultz
Brooke Martina	Faith Sapp	Drew Robinson
Hannah Westbrook	Madison Burt	Peyton Millender
	Hannah Hogan	Abby Pace

*If a cheerleader needs to leave camp due to disciplinary action, illness, or family emergency, she will be picked up from the camp by a parent. Her parents will be contacted immediately. She will remain with a chaperone until a parent arrives to pick her up.

Parent/ Camp Agreement with FCS Cheer Staff
UCA Camp 2016

I give my daughter _____ permission to attend the UCA Summer Camp at the University of Central Florida in Orlando from July 24, 2016 - July 27, 2016.

I understand that the total cost of the camp is $360.00. I have paid the deposit of $100.00. Any other part of this cost that is not fundraised is my responsibility to pay to FCS no later than July 6, 2016.

If my daughter _____ has to leave the UCA Summer Camp at the University of Central Florida in Orlando due to disciplinary action, illness, or family emergency it is my responsibility to leave immediately after being contacted by her sponsor and to pick my daughter up from the camp.

Parent Signature Kris Bray Date 6/28/16

2016 Varsity Spirit Camp Rules

Please read these rules to each member of your squad and have each person sign the back of this page. Return the signed rules document to a Varsity Camp Administration staff member by the end of the first day of camp. These rules are in place to help ensure everyone has a safe and fun camp experience. Thank you for your cooperation.

General Camp Rules

1. No cheering, chanting, stunting, tumbling or dancing allowed in areas not specifically designated for instructional classes and practice.
2. Squads must be in attendance and on time to all classes and camp functions.
3. Varsity is not responsible for lost or stolen items. Valuables should have been left at home.
4. Participants who must go to a clinic or hospital should contact a member of Varsity Camp Administration prior to leaving camp.
5. No bullying, initiations or hazing of any type are allowed at camp.
6. No smoking or vaping at camp. The use of illegal substances is prohibited.
7. Fireworks, guns and other weapons are prohibited.
8. The use of cameras, imaging, and digital devices by adults and/or minors is permitted only in areas where privacy is not expected.
9. If an emergency occurs, contact the appropriate emergency number for your location and notify a member of Varsity Camp Administration.
10. No hanging signs without permission from Varsity Camp Administration.
11. Be on time to all classes and camp functions. Walk in groups of two or more.
12. Participants may not wear jewelry of ANY kind at any time during camp.
13. Participants may not leave campus for any reason, unless prearranged and signed out with Varsity Camp Administration. An adult must accompany any minor who leaves campus for any reason.
14. Coach/chaperone will be responsible for participants outside scheduled class times (free time) including but not limited to swimming, beach activities, cheer/dance practice outside of class time, free time at event site, university campus or hotel.
15. Varsity is not responsible for participants outside scheduled class times.
16. Follow all rules and regulations of the camp host site.

Overnight Camp Rules

1. Participants may not ride in cars while at camp, unless prior approval is given by VarsitySpirit, or approved by Varsity Camp Administration. Participants are asked to walk with their squads to all camp functions. If participants bring their own cars, they are asked to park their car and give the keys to Varsity Camp Administration.
2. Participants are required to wear their camp identification at all times (given to you at registration)
3. No running, horseplay or unnecessary noise in the dorm/hotel.
4. All windows are to remain closed in the air-conditioned dorms/hotels. In dorms/hotels without air-conditioning, windows may be left open but screens must be left on. Do not lean out of the windows.
5. Any damage to the dorm/hotel room will be charged to your group. Leave your room in the same condition as you found it, including the placement of furniture.
6. Keep up with your room keys to avoid being charged for them.
7. Evening hours requirements:
    a. 9:30 – in the dorm/hotel
    b. 10:00 – on appropriate floor assigned to squad/team
    c. 10:30 – in room assigned to participant
    d. 11:00 – in bed and lights out
8. Always lock your door when you leave the room and when you are in the room. Do not prop doors open.
9. No one of the opposite sex will be allowed in the rooms. No boyfriends/girlfriends or friends are allowed in the dorm. Only relatives will be allowed in the dorm.
10. Squads must follow all University / Resort housing rules.
11. We encourage participants not to fraternize with other groups on the university campus or in the hotel that are not associated with the Varsity camp.
12. Participants may not go back to the dorm/hotel during classes without approval from Varsity Camp Administration or instructional staff.
13. It is up to the discretion of the school appointed coach/chaperone as to whether or not participants are allowed to go off university/resort premises. Notify Varsity Camp Administration if applicable.
14. An adult chaperone, 21 years of age or older, must attend camp with overnight participants.

UCA/UDA Terms & Conditions for Overnight and Day Camps

Fees

Overnight fees include daily instruction, awards, housing and meals. Instruction Only fees include daily instruction and awards (unless otherwise noted).

Adult Supervision

An adult at least 21 years of age is required to attend camp in its entirety with each team, unless a more stringent policy is noted for the location selected. For overnight camps, the adult is required to stay overnight.

Payment Policies

Unless otherwise noted, the deposit and full payment due dates are as follows:

	Deposit Amount	Deposit Due	Full Payment Due
Overnight Camps	$100 per person	60 days prior to camp start	45 days prior to camp start
Day Camps	$50 per person	60 days prior to camp start	45 days prior to camp start

Camp registrations are not confirmed until the deposit or signed school purchase order is received. **If your deposit or full payments are not received by their respective due dates, UCA/UDA reserves the right to cancel your registration.** Reinstated registrations are accepted on a space-available basis. Deposits are non-refundable and non-transferable.

If you are unable to pay in full by the due date, we must receive a school purchase order or promise to pay statement on official school/organization letterhead. Either form must be signed by the school principal/organization administrator and clearly indicate the payment terms. Payments are not accepted at camp. Balances not paid within 90 days after camp will be turned over to a collection agency.

Form of Payment

You may pay online by credit card (American Express, Visa, MasterCard, and Discover) or mail your check or money order to the UCA/UDA office. **Personal, individual, booster club, temporary or gym checks are not accepted.** If mailing your payment, please include a copy of your invoice to insure proper credit to your account.

Cancellation Fees

Unless otherwise noted for a specific location, fees retained for cancellations received prior to the camp start date are indicated below.

	Between 60-31 Days	Between 30-15 Days	Between 14-0 Days
Overnight Camps	$100 per person	$200 per person	Full Tuition
Day Camps	No Fee	$50 per person	Full Tuition

Refund Requests

All refund requests must be submitted in writing to the attention of the Registration Department. Refunds are processed after the camp session is complete and paperwork has been reconciled by the UCA/UDA office. No refunds will be made for requests received after October 1 of the year in which you attend camp. Please allow at least 30 working days after the camp is over to receive your refund.

Camp Rules

On the first day of camp, each person attending will be asked to review and sign a document indicating they understand and will abide by all camp rules.

Release and Waiver Forms

In order to participate at camp, every camp attendee must complete a Release and Waiver Form. The Adult Release and Waiver form is required for all coaches and chaperones. For those under 18 years of age, the Participant Release and Waiver form must be signed by a parent or guardian. All forms must be turned in at Registration the first day of camp.

Special Compliance Requirements

Certain locations may require a specific adult to minor ratio and/or compliance-related clearances pertaining to the protection of minors. Locations that have specific requirements will have additional information online at varsity.com/MyCampRegistrations.

Contact Us

UCA/UDA Summer Camps
PO Box 752790
Memphis, TN 38175
(888) CHEERUCA (243-3782)
(800) DANCEUDA (326-2383)
Fax: 800-969-8295
registration@varsity.com

UCA Coaches Program

In addition to the classes for cheerleaders, we will be offering classes for advisors and coaches. The UCA Smart Coach Program covers Teambuilding, Leadership Development, Programming, Coaching, Public Relations and Safety.

Upon completion of the UCA coaches program or completion of camp meetings, coaches will receive our coaching liability insurance (pending eligibility). See below.

COACHING LIABILITY INSURANCE
Terms and Conditions

LIMITS OF LIABILITY

- $1,000,000 per occurrence
- Excess of the school's insurance that employs the coach or any other coverage available to the coach

HOW TO OBTAIN COVERAGE

- $1 million dollar secondary liability insurance is available for coaches and advisors who are employed full-time by a school or school district, are at least 21 years of age, and are the coach or advisor for the school's cheerleader or dance squads(s). Coverage of credentialed members remains in force through May 15, 2017 subject to the renewal, terms and conditions of the master policy renewal.

ELIGIBILITY

- Coaches must be an AACCA certified or credentialed member
- Coaches must be employed full time by a school or school district to function as the coach/advisor for the school's cheerleading squads(s).
- Coaches must be at least 21 years of age

COVERAGE

- Includes those sums which an insured person becomes legally obligated to pay because of action brought against an insured person for "bodily injury" or "property damage" by a participant for or participating in any school sponsored cheerleading activity, subject to insurance policy terms, conditions, definitions and exclusions.
- AACCA is placing this coverage through an insurance agent licensed by the Tennessee Department of Insurance. Neither AACCA, nor UCA, nor Varsity Spirit Corporation is acting as insurers of this coverage.
- Coverage remains in force until May 15, 2017, and the master policy is renewed by AACCA.

PRIMARY EXLUSIONS

- Ownership, maintenance, or use of any type of automobile, bus, water craft or aircraft
- Property in the care, custody, or control of insured person
- Suits brought outside the United States
- Coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination, or other employment-related practices, acts, or omissions
- Claims arising from any employees of an insured person
- Abuse or molestation

This is a summary of coverage and not an insurance policy. Exact terms and conditions will be determined by the insurance policy itself.

Form #176 NATIONAL SCHOOL FORMS TO REORDER CALL: 1-800-431-1201

TRANSPORTATION REQUEST

All Trip Requests Must be Received a Minimum of 2 Weeks Before Requested Departure Date

INSTRUCTIONS

1. Requests must be submitted prior to each trip and sent to the Transportation Department.
2. A separate request form must be filled out for each trip.
3. Send white and blue copies to Transportation.
4. Blue copy will be returned by Transportation following approval.

THIS SECTION TO BE COMPLETED BY TEACHER/PRINCIPAL

DATE OF TRIP: 7/24/16-7/27/16	SCHOOL: Franklin County School	DESTINATION: University of Central Florida, Orlando, FL	
DEPARTURE TIME FROM SCHOOL: 6:00 am	RETURN TIME TO SCHOOL: 5:00 pm	GROUP: Varsity Cheerleaders	
NUMBER OF RIDERS: 13	TEACHER IN CHARGE: Leigh Smith	DATE SUBMITTED: 6/21/2016	CHARGE TO: Chev ?

COMMENTS: (INCLUDE ALL DIRECTIONS OR SPECIAL INSTRUCTIONS)

APPROVED BY: Eric Bray	TITLE: Principal	DATE APPROVED: 6/28/16

THIS SECTION TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

DATE RECEIVED:	DATE ACKNOWLEDGED:	VEHICLE: ☐ VAN	☐ BUS	☐ COACH

COMMENTS:

APPROVED BY:	TITLE:	DATE APPROVED:

WHITE - TRANSPORTATION BLUE - TRANSPORTATION (Return to Office) YELLOW - TEACHER PINK - OFFICE

Submit to Transportation Department

FRANKLIN COUNTY SCHOOLS

OVERNIGHT- OUT OF COUNTY
SPONSOR CHECK LIST

The requested information must be completed and submitted with the attached form to the school principal or designee.

- ☑ A written plan is attached identifying how students will be returned to school in the event of an emergency or disciplinary incident.
- ☑ A copy of the written communication sent to parents acknowledging the total cost of the field trip, including refund penalties for withdrawing from the trip, is attached.
- ☑ The funding source and fundraising information is attached. No child will be excluded due to inability to cover costs or other incurred expenses.
- ☑ Copy of daily trip itinerary is attached.
- ☑ Copies of all hotel accommodations are attached.
- ☑ Completed overnight field trip room assignment form is completed and attached.
- ☑ Supervision plan for overnight stay is completed and attached.
- ☑ Completed chaperone approval form is attached.
- ☑ All Parent Consent/Liability Waiver/Medical Release Forms have been collected. All documentation remains on the trip with the attending field trip sponsor and/or principal/designee. This is required for all clubs, organizations, band, chorus, educational and extracurricular trips excluding middle and high school designated sports.
- ☑ Sponsor has discussed chaperone responsibilities for an overnight field trip and supervision procedures with the school principal/designee.
- ☑ The Director of Transportation received the request activity request form at least 10 days prior to departure.

UCA 2016 TRADITIONAL OVERNIGHT

Camp Schedule

DAY 1

9:00 am - 12:00 pm	*Registration*
1:00 pm	Opening Staff Demo
1:30 pm	Game Day Cheer Class / Coaches Meeting #1
2:00 pm	Dance Class - Xtreme Routine
2:30 pm	Safety Awareness Testing / Spotting Seminar / Stunt Qualification
2:45 pm	Stunt Class
4:00 pm	UCA Staff Sideline Demonstration
4:10 pm	Personalized Sideline Instruction
4:30 pm	*Dinner*
6:15 pm	Pyramid Class
7:00 pm	Sideline Private Coaching
7:15 pm	Sideline Evaluations
7:30 pm	Class Yell
7:45 pm	Material Review
8:00 pm	Big Brother/Big Sister
8:15 pm	Coaches Reception
8:30 pm	Daily Awards & Announcements

DAY 2

	Breakfast
8:00 am	Captain Leadership Training
8:15 am	Warm Up & Game Day Cheer Class / Coaches Meeting #2
9:00 am	Group A - Dance Class - Hip Hop & Xtreme Routine Review
	Group B - Stunts & Pyramids
10:10 am	Group A - Stunts & Pyramids
	Group B - Dance Class - Hip Hop & Xtreme Routine Review
11:20 am	Cheer Private Coaching Prep
11:30 am	*Lunch*
1:15 pm	Dance Class - Band Chant & Review / Coaches Stunt Workshop #1
1:40 pm	UCA Staff Cheer Demonstration
1:50 pm	Group A - Cheer Private Coaching
	Group B - Jump Class & Squad Leadership Training
2:35 pm	Gatorade Break
2:45 pm	Group A - Jump Class & Squad Leadership Training
	Group B - Cheer Private Coaching
3:30 pm	Cheer Evaluations
4:15 pm	Optional Basket Toss Class
4:30 pm	*Dinner*
6:15 pm	Elective Classes*
6:45 pm	Team Time with Big Brother/Big Sister
7:15 pm	Jump Off
7:35 pm	Material Review
7:45 pm	Big Brother/Big Sister
8:00 pm	Daily Awards & "Pin It Forward"

DAY 3

	Breakfast
8:15 am	Warm Up & Dance Class - Hip Hop & Xtreme Review with Big Brother / Big Sister / Coaches Meeting #3
8:45 am	Stunt Class
9:45 am	Personalized Pyramid Class
10:15 am	Group A - Xtreme Routine Private Coaching
	Group B - Team UCA & Pep Rally Planning
11:00 am	Group A - Team UCA & Pep Rally Planning
	Group B - Xtreme Routine Private Coaching
11:45 am	*Lunch*
1:30 pm	Material Review / All-American Practice / Coaches Stunt Workshop #2
1:45 pm	Practice Time
2:00 pm	Xtreme Routine Evaluations
2:45 pm	Gatorade Break
3:00 pm	Elective Classes*
3:30 pm	All-American Tryouts
4:30 pm	*Dinner*
6:30 pm	Game Day Cheer Class
6:45 pm	Game Day Practice & Informal Evaluations
7:15 pm	Go for Gold Rally
7:45 pm	Daily Awards
8:00 pm	Team Unity Activity

DAY 4

	Breakfast
9:00 am	Optional Home Dance & Fight Song Evaluations
9:30 am	Practice Time
10:00 am	Xtreme Routine Championship
10:45 am	Game Day Championships
11:15 am	Squad Credentialing Presentation
11:30 am	Meet the UCA Staff
11:45 am	Final Awards & "Pin It Forward"

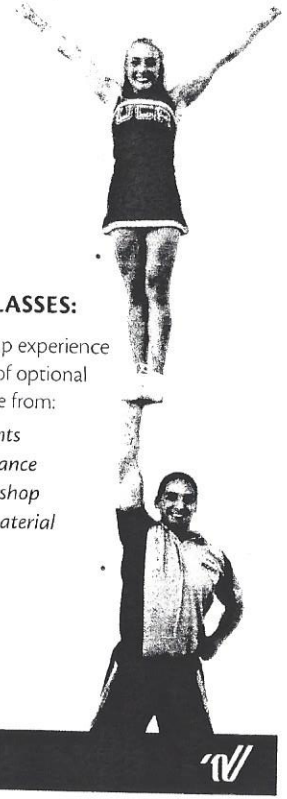
Day-by-Day Spirit Themes:

- DAY 1 *Light the Torch*
- DAY 2 *Parade of Athletes*
- DAY 3 *Pass the Torch*
- DAY 4 *Go for Gold*

***ELECTIVE CLASSES:**

Customize your camp experience with your choice of optional classes. Choose from:

- *New Stunts*
- *Timeout Dance*
- *Stunt Workshop*
- *Additional Material*



Leigh Smith <lsmith@franklin.k12.fl.us>

Your registration has been received and approved

Varsity Spirit Registration <registration@varsity.com>
To: "lsmith@franklin.k12.fl.us" <lsmith@franklin.k12.fl.us>
Mon, Jun 20, 2016 at 2:31 PM

Thank you for choosing Universal Cheerleaders Association for summer camp. Your registration has been approved. Upon receipt of your deposit, your space at camp will be confirmed.

A summary of your camp registration is below:

Registration Number: 0010211525
Camp Location: University Of Central Florida
Dates: 7/24/2016 - 7/27/2016
Your Team: Franklin County School - Varsity Cheer

Attendees
Participants: 11
Coaches: 2
Total: 13

Deposit Amount: $1300.00
Deposit Due Date: May 25, 2016
Balance Due Date: June 9, 2016

Click here to view full Terms & Conditions – review all policies and deadlines related to deposit and balance payments, cancellations, and refunds.

My Camp Registrations
Manage your account online by clicking here or visiting varsity.com/MyCampRegistrations. If you do not have a username and password, contact Universal Cheerleaders Association Customer Service using the information below for assistance setting up your account.

Here's what you will find on the My Camp Registrations page:

- Medical Release Forms – print for all participants and adults attending camp, and turn in at camp check-in
- Information related to camp - sample camp schedule, what to bring to camp, St. Jude letter, and more. Not all forms and information may be available at this time. You will receive another email from us two weeks prior to camp as a reminder to check back for the most up to date information.
- Invoice – view and/or print your invoice; a link to pay your bill online
- How to update your registration details – enrollment changes, tryout date, team roster, and rooming list

We're always here to help – please contact us with questions. We look forward to seeing you this summer!

Universal Cheerleaders Association
888.CHEERUCA
registration@varsity.com

6745 Lenox Center Court, Suite 300
Memphis, TN 38115

For Internal Use:
Session Name: *CEN FL I*
Region: *06 Southeast*

Disclaimer: This e-mail message is strictly confidential to Varsity Brands Inc. and is intended only for the addressee. It may contain information that may be confidential, legal, privileged, or otherwise exempt from disclosure under applicable law. If you are not the intended addressee, or someone authorized by the intended addressee to receive transmission on behalf of the addressee, you must not retain, disclose in any form, copy, or take action in reliance on this transmission.

Remit Payment To:

Universal Cheerleaders Association
6745 Lenox Center Court, Suite 300
Memphis, TN 38115
888.CHEERUCA
http://uca.varsity.com

Invoice

Inv #	REG-0010211525
Date	06/20/2016
Cust #	50000199
Contact	Leigh Smith

Billed To: Franklin County School - Varsity Cheer
1250 Hwy 98
Eastpoint, FL 32328

Event Info: University Of Central Florida
Orlando, FL 32816-0950
07/24/2016 - 07/27/2016

Total Athletes: 11		Total Mascots: 0		Total Coaches: 2		Total Other: 0
Athlete (AT)	Bus Driver (BD)	Child (CD)	Coach (CO)	Chaperone (CP)	Family (FA)	Mascot (MA)

Package Name	Rate	Quantity	Amount
Participant Overnight	$360.00	11	$3,960.00
Advisor Overnight	$360.00	2	$720.00

Previous Payments

Date	Type	Check # / CC #	Status	Amount	Confirmation #
06/20/2016	Transfer	N/A	Approved	$1,800.00	00234452

Package Total: $4,680.00
Total Registration Amount: $4,680.00
Amount Paid: $1,800.00
Balance Due: $2,880.00

Balance Due Date: 06/09/2016

- Each cheerleader paid $100.00 out of pocket.

- We are selling football program ads to raise the rest and what's not raised to be paid by parents.

Your registration is not finalized until full payment is received. Personal and/or Gym checks will not be accepted.

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

DATE: July 11, 2016

TO: Nina M. Marks, Superintendent

FROM: Sonja Buffkin, Transportation Manager

RE: 2016-17 Tentative Bus Routes

I am requesting Board approval for the above referenced. Bus Routes are labeled "Tentative" as they change frequently when ridership changes in communities

District 1
George Thompson
Vice Chair

District 2
Pam Marshall

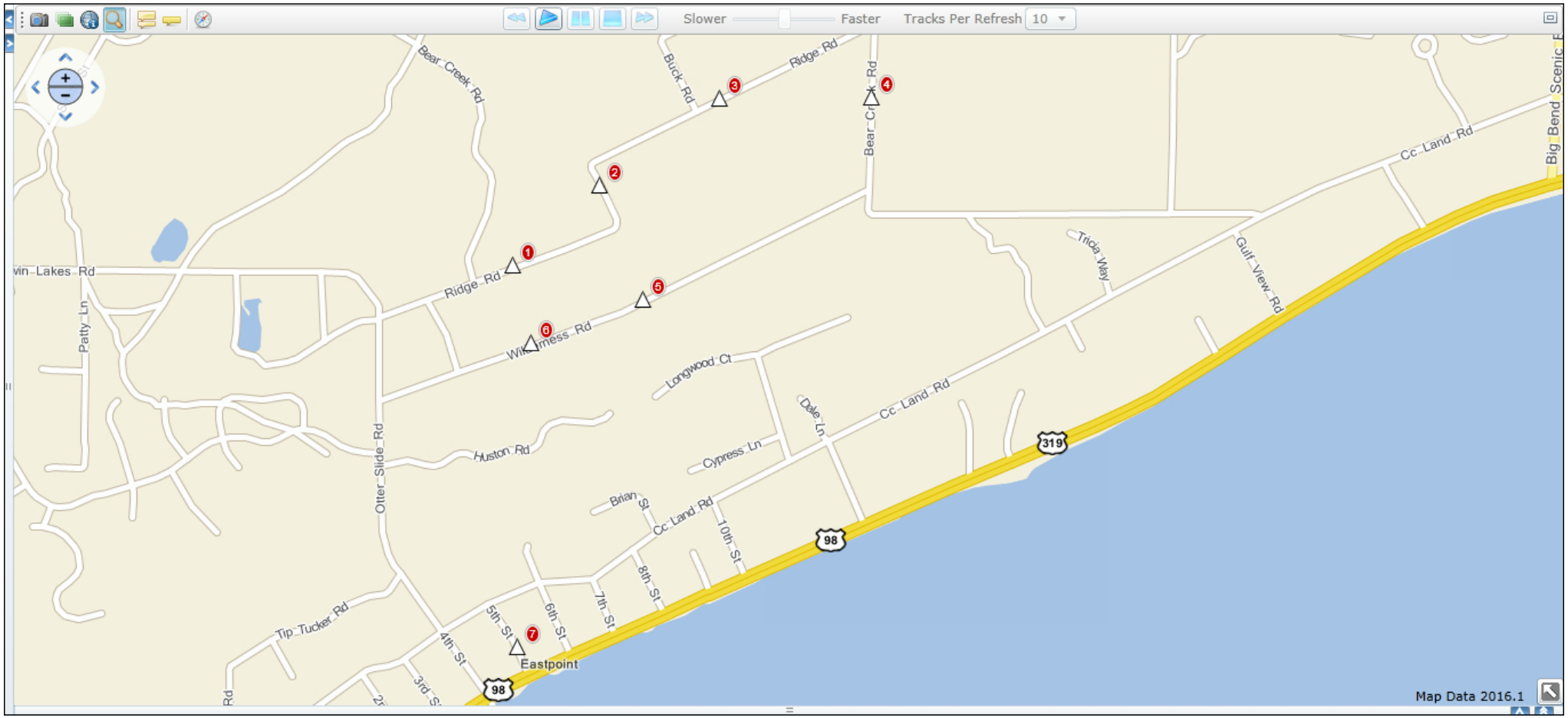
District 3
Teresa Ann Martin

District 4
Stacy Kirvin

District 5
Pam Shiver
Chair

An Equal Opportunity Employer
www.franklincountyschool.org

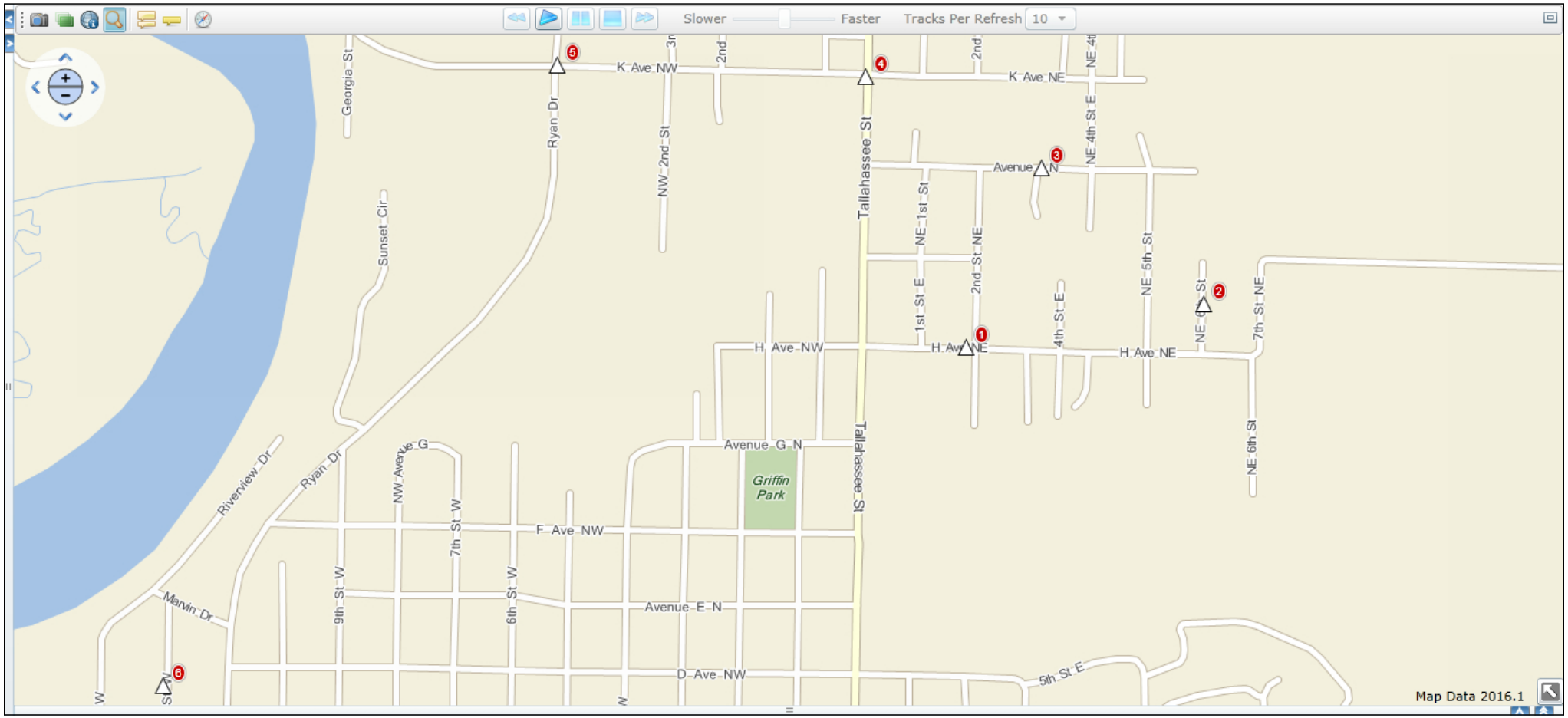
Bus 31 Eastpoint



Bus 31 Eastpoint

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/29/2016 9:45:26 AM	Entrance Door Open		0	-	4.92	596 Ridge Rd, Eastpoint, FL		
2	47	Franklin County Schools	6/29/2016 9:47:09 AM	Entrance Door Open		0	-	5.21	656 Ridge Rd, Eastpoint, FL		
3	47	Franklin County Schools	6/29/2016 9:48:51 AM	Entrance Door Open		0	-	5.53	724 Ridge Rd, Eastpoint, FL		
4	47	Franklin County Schools	6/29/2016 9:51:08 AM	Entrance Door Open		0	-	5.98	211 Bear Creek Rd, Eastpoint,		
5	47	Franklin County Schools	6/29/2016 9:53:41 AM	Entrance Door Open		0	-	6.64	673 Wilderness Rd, Eastpoint,		
6	47	Franklin County Schools	6/29/2016 9:54:44 AM	Entrance Door Open		0	-	6.86	613 Wilderness Rd, Eastpoint,		
7	47	Franklin County Schools	6/29/2016 9:59:43 AM	Entrance Door Open		0	-	7.82	35 5th St, Eastpoint, FL		

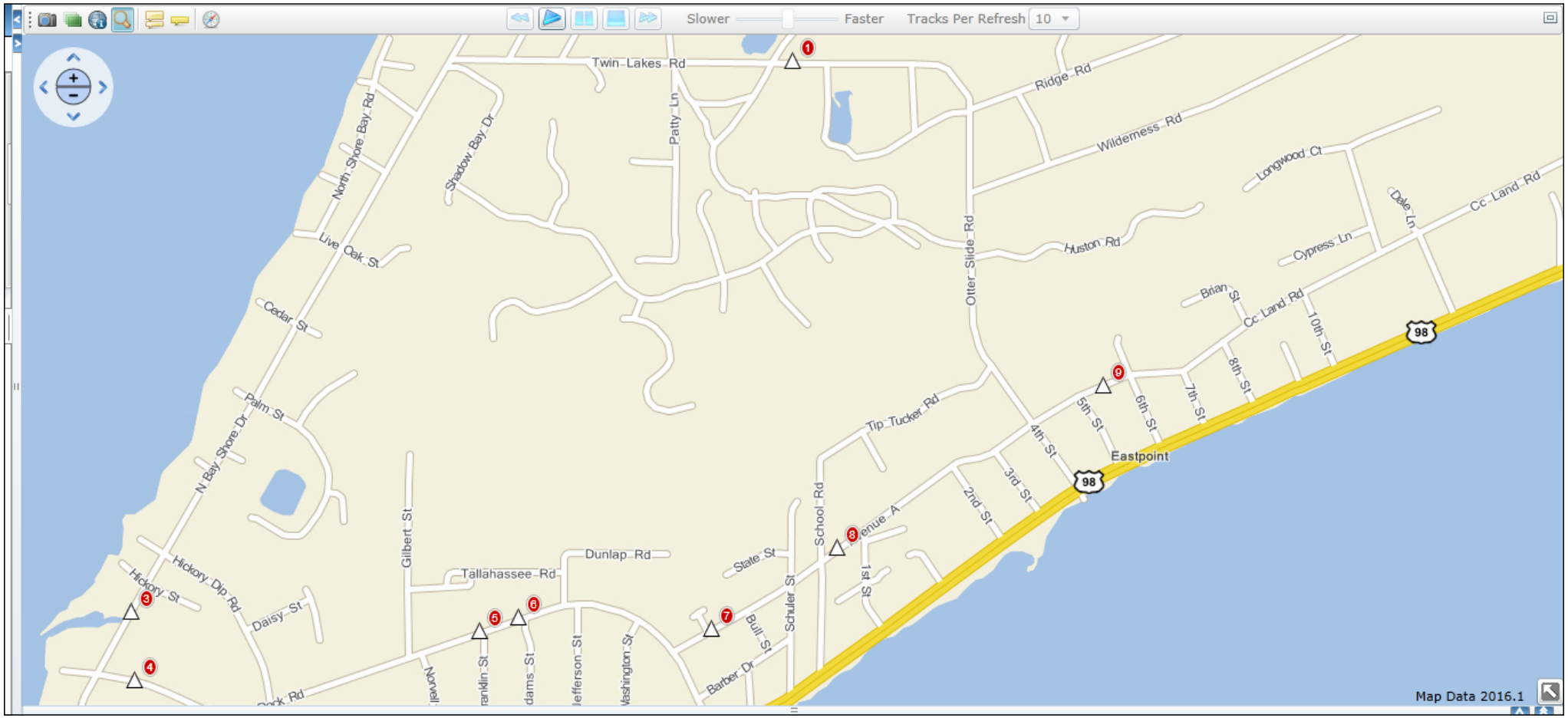
Bus 38 Carrabelle



Bus 38 Carrabelle

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/29/2016 12:57:52 PM	Entrance Door Open		0	-	49.88	285 H Ave NE, Carrabelle, FL		
2	47	Franklin County Schools	6/29/2016 12:58:55 PM	Entrance Door Open		1	N	50.15	1170 NE 6th St, Carrabelle, FL		
3	47	Franklin County Schools	6/29/2016 1:00:25 PM	Entrance Door Open		1	W	50.42	406 Avenue J N, Carrabelle, FL		
4	47	Franklin County Schools	6/29/2016 1:01:31 PM	Entrance Door Open		1	N	50.67	1196 Tallahassee St [Cr-67],		
5	47	Franklin County Schools	6/29/2016 1:02:25 PM	Entrance Door Open		1	W	50.97	692 K Ave NW [Cr-67a], Carrabelle, FL		
6	47	Franklin County Schools	6/29/2016 1:04:21 PM	Entrance Door Open		2	S	51.76	473 12th St W, Carrabelle, FL		

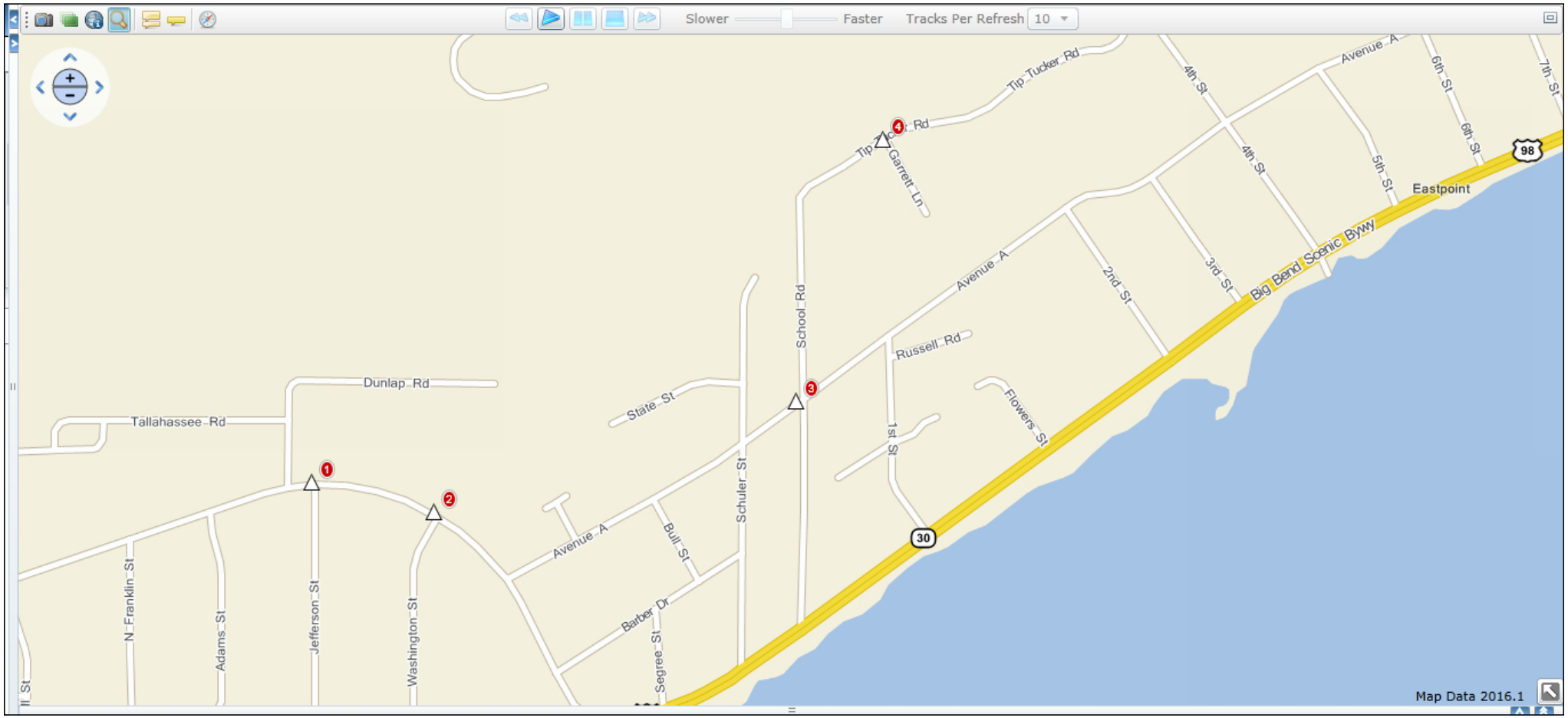
Bus 40 Eastpoint



Bus 40 Eastpoint

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/29/2016 10:36:22 AM	Entrance Door Open		0	-	12.35	225 Twin Lakes Rd, Eastpoint,		
2	47	Franklin County Schools	6/29/2016 10:40:31 AM	Entrance Door Open		1	NW	13.47	117 Plum St, Eastpoint, FL		
3	47	Franklin County Schools	6/29/2016 10:45:12 AM	Entrance Door Open		0	-	15.39	71 N Bay Shore Dr [Cr-655], Eastpoint, FL		
4	47	Franklin County Schools	6/29/2016 10:46:28 AM	Entrance Door Open		0	-	15.60	112 Old Ferry Dock Rd, Eastpoint, FL		
5	47	Franklin County Schools	6/29/2016 10:48:46 AM	Entrance Door Open		0	-	16.29	264 Old Ferry Dock Rd, Eastpoint, FL		
6	47	Franklin County Schools	6/29/2016 10:49:24 AM	Entrance Door Open		0	-	16.37	282 Old Ferry Dock Rd, Eastpoint, FL		
7	47	Franklin County Schools	6/29/2016 10:51:07 AM	Entrance Door Open		0	-	16.78	388 Avenue A, Eastpoint, FL		
8	47	Franklin County Schools	6/29/2016 10:52:17 AM	Entrance Door Open		0	-	17.07	458 Avenue A, Eastpoint, FL		
9	47	Franklin County Schools	6/29/2016 10:54:07 AM	Entrance Door Open		0	-	17.67	584 Avenue A, Eastpoint, FL		

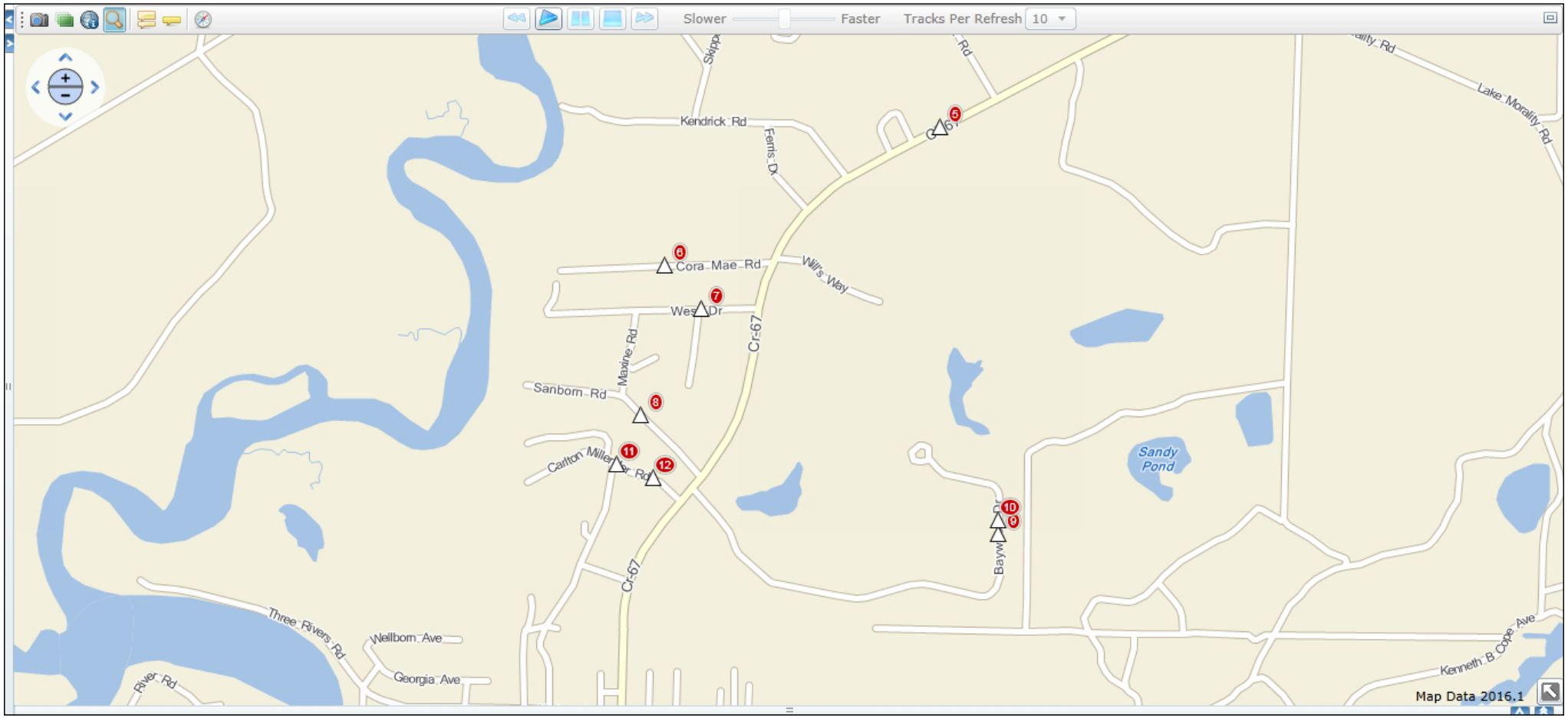
Bus 41 Eastpoint



Bus 41 Eastpoint

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/29/2016 10:27:45 AM	Entrance Door Open		0	-	10.35	312 Old Ferry Dock Rd, Eastpoint, FL		
2	47	Franklin County Schools	6/29/2016 10:28:39 AM	Entrance Door Open		0	-	10.47	332 Old Ferry Dock Rd, Eastpoint, FL		
3	47	Franklin County Schools	6/29/2016 10:30:58 AM	Entrance Door Open		0	-	10.88	434 Avenue A, Eastpoint, FL		
4	47	Franklin County Schools	6/29/2016 10:32:27 AM	Entrance Door Open		0	-	11.18	496 Tip Tucker Rd, Eastpoint,		

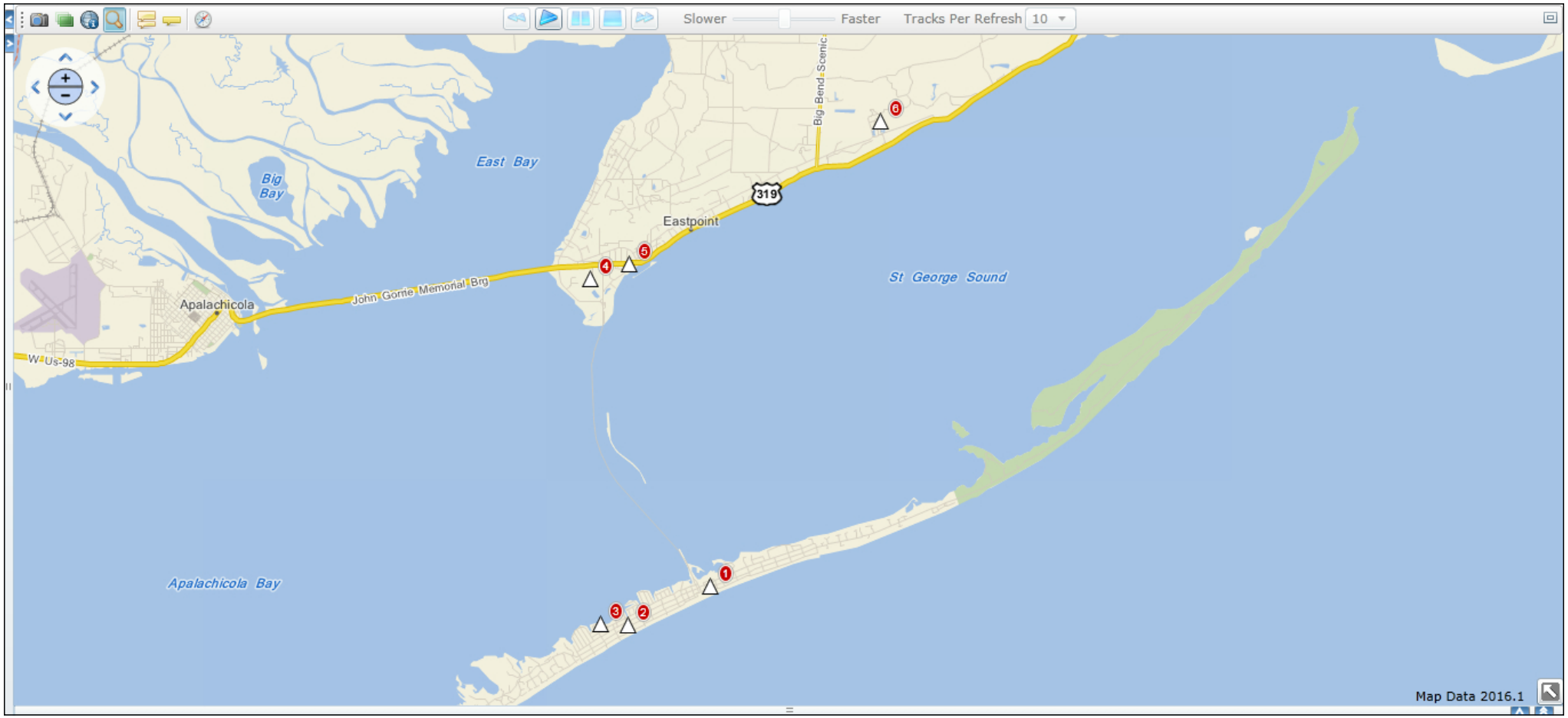
Bus 42 Carrabelle



Bus 42 Carrabelle

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	42	Franklin County Schools	5/11/2016 6:39:15 AM	Entrance Door Open		0	-	0.00	338 5th St W, Carrabelle, FL		
2	42	Franklin County Schools	5/11/2016 6:51:08 AM	Entrance Door Open		0	-	6.58	201 Jeff Sanders Rd, Carrabelle, FL		
3	42	Franklin County Schools	5/11/2016 6:52:54 AM	Entrance Door Open		0	-	6.63	Cr-67, Carrabelle, FL		
4	42	Franklin County Schools	5/11/2016 6:54:20 AM	Entrance Door Open		0	-	7.28	2402 Cr-67, Carrabelle, FL		
5	42	Franklin County Schools	5/11/2016 7:04:58 AM	Entrance Door Open		0	-	12.84	1663 Highway 67 [Cr-67], Carrabelle, FL		
6	42	Franklin County Schools	5/11/2016 7:11:18 AM	Entrance Door Open		0	-	13.94	150 Cora Mae Rd, Carrabelle, FL		
7	42	Franklin County Schools	5/11/2016 7:14:17 AM	Entrance Door Open		4	W	14.34	119 West Dr, Carrabelle, FL		
8	42	Franklin County Schools	5/11/2016 7:16:17 AM	Entrance Door Open		0	-	14.68	132 Sanborn Rd, Carrabelle,		
9	42	Franklin County Schools	5/11/2016 7:18:57 AM	Entrance Door Open		7	N	15.65	256 Baywood Dr, Carrabelle,		
10	42	Franklin County Schools	5/11/2016 7:19:25 AM	Entrance Door Open		5	N	15.67	260 Baywood Dr, Carrabelle,		
11	42	Franklin County Schools	5/11/2016 7:23:50 AM	Entrance Door Open		2	NW	17.08	129 Carlton Millender Rd, Carrabelle, FL		
12	42	Franklin County Schools	5/11/2016 7:26:48 AM	Entrance Door Open		2	E	17.55	112 Carlton Millender Rd, Carrabelle, FL		
13	42	Franklin County Schools	5/11/2016 7:35:15 AM	Entrance Door Open		3	N	19.32	252 7th St W, Carrabelle, FL		
14	42	Franklin County Schools	5/11/2016 7:59:24 AM	Entrance Door Open		0	-	32.09	Main Campus		
10	42	Franklin County Schools	5/11/2016 7:19:25 AM	Entrance Door Open		5	N	15.67	260 Baywood Dr, Carrabelle,		

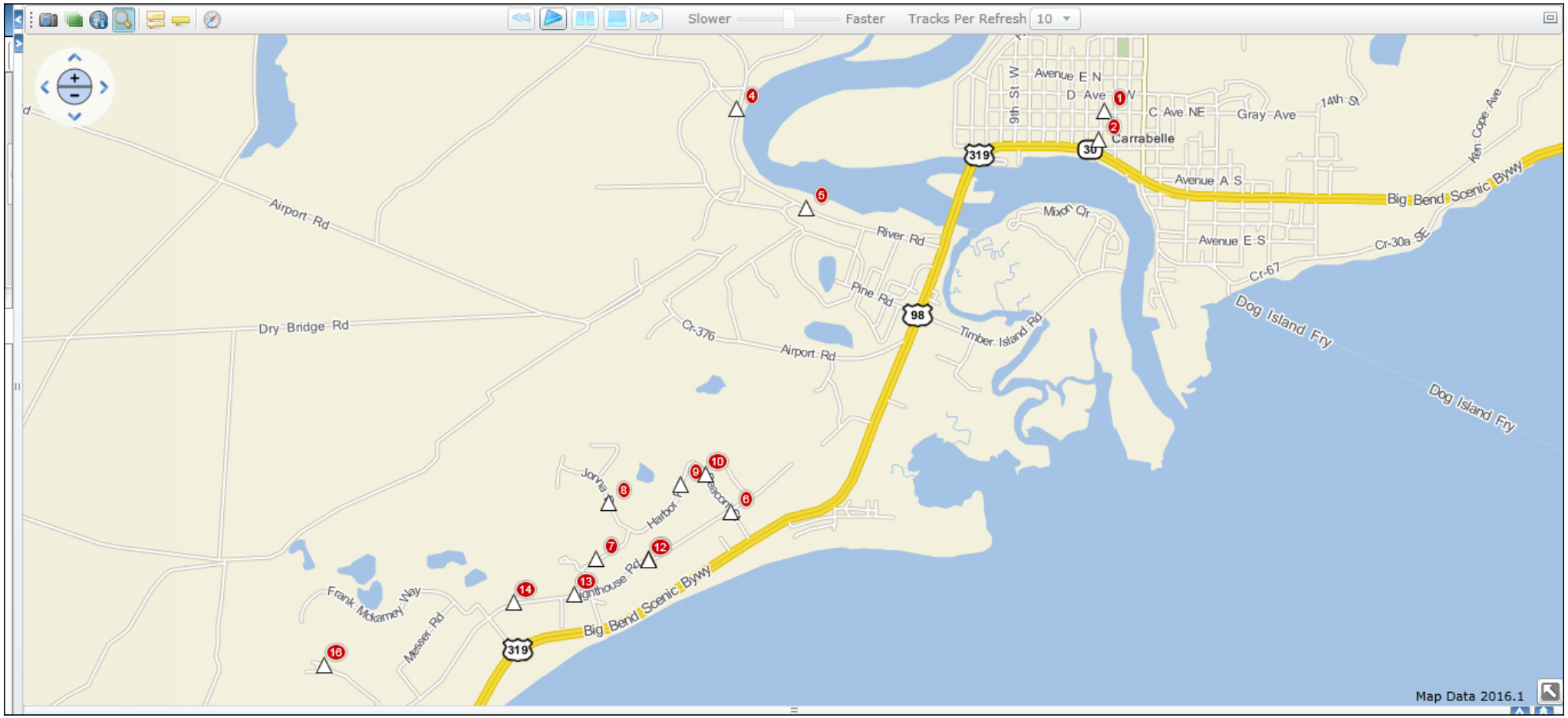
Bus 43 Eastpoint/SGI



Bus 43 Eastpoint/SGI

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	43	Franklin County Schools	5/9/2016 7:12:56 AM	Entrance Door Open		3	SW	6.17	191 E Gulf Beach Dr,		
2	43	Franklin County Schools	5/9/2016 7:16:11 AM	Entrance Door Open		3	SW	7.57	801 W Gulf Beach Dr, Eastpoint, FL		
3	43	Franklin County Schools	5/9/2016 7:18:33 AM	Entrance Door Open		4	W	8.11	321 Cook St, Eastpoint, FL		
4	43	Franklin County Schools	5/9/2016 7:38:50 AM	Entrance Door Open		0	-	17.08	, Eastpoint, FL		
5	43	Franklin County Schools	5/9/2016 7:43:16 AM	Entrance Door Open		3	S	17.91	31 Bay St, Eastpoint, FL		
6	43	Franklin County Schools	5/9/2016 7:52:25 AM	Entrance Door Open		0	-	22.96	Main Campus		

Bus 44 Carrabelle



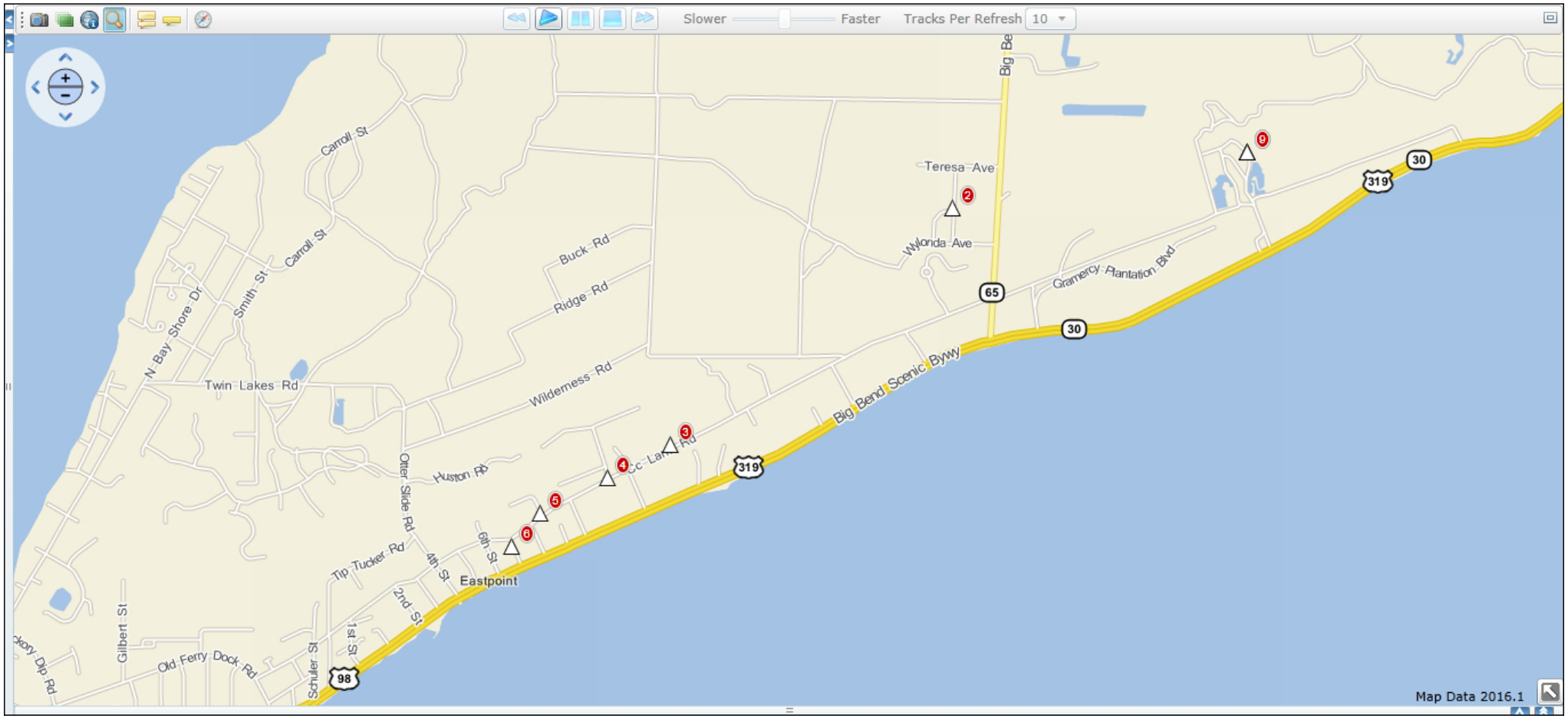
Bus 44 Carrabelle

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	44	Franklin County Schools	5/9/2016 7:00:41 AM	Entrance Door Open		0	-	0.14	366 C Ave NW, Carrabelle, FL		
2	44	Franklin County Schools	5/9/2016 7:01:33 AM	Entrance Door Open		0	-	0.27	237 3rd St W, Carrabelle, FL		
3	44	Franklin County Schools	5/9/2016 7:07:14 AM	Entrance Door Open		0	-	2.80	, Carrabelle, FL		
4	44	Franklin County Schools	5/9/2016 7:09:46 AM	Entrance Door Open		0	-	3.45	344 River Rd [Sr-379/Cr-379], Carrabelle, FL		
5	44	Franklin County Schools	5/9/2016 7:11:19 AM	Entrance Door Open		1	SE	3.99	234 River Rd [Sr-379/Cr-379], Carrabelle, FL		
6	44	Franklin County Schools	5/9/2016 7:15:49 AM	Entrance Door Open		0	-	6.07	129 Beacon St, Carrabelle, FL		
7	44	Franklin County Schools	5/9/2016 7:18:46 AM	Entrance Door Open		0	-	6.91	1970 Harbor Rd, Carrabelle, FL		
8	44	Franklin County Schools	5/9/2016 7:20:19 AM	Entrance Door Open		0	-	7.21	1931 Jonna Dr, Carrabelle, FL		
9	44	Franklin County Schools	5/9/2016 7:23:46 AM	Entrance Door Open		1	N	8.17	1826 Harbor Rd, Carrabelle, FL		
10	44	Franklin County Schools	5/9/2016 7:24:39 AM	Entrance Door Open		0	-	8.35	178 Beacon St, Carrabelle, FL		
11	44	Franklin County Schools	5/9/2016 7:26:24 AM	Entrance Door Open		0	-	8.87	1901 Lighthouse Rd, Carrabelle, FL		
12	44	Franklin County Schools	5/9/2016 7:26:49 AM	Entrance Door Open		0	-	8.87	1901 Lighthouse Rd, Carrabelle, FL		
13	44	Franklin County Schools	5/9/2016 7:28:08 AM	Entrance Door Open		0	-	9.19	1975 Lighthouse Rd, Carrabelle, FL		
14	44	Franklin County Schools	5/9/2016 7:29:13 AM	Entrance Door Open		0	-	9.43	2023 Lighthouse Rd, Carrabelle, FL		
15	44	Franklin County Schools	5/9/2016 7:32:58 AM	Entrance Door Open		0	-	11.14	147 Woodill Rd, Carrabelle, FL		

Bus 44 Carrabelle

16	44	Franklin County Schools	5/9/2016 7:35:18 AM	Entrance Door Open		0	-	11.86	303 Woodill Rd, Carrabelle, FL		
17	44	Franklin County Schools	5/9/2016 7:41:08 AM	Entrance Door Open		0	-	14.35	2599 Big Bend Scenic Bywy [Us-98/Us-319/Sr-30], Carrabelle, FL		
18	44	Franklin County Schools	5/9/2016 7:50:53 AM	Entrance Door Open		0	-	20.45	Main Campus		

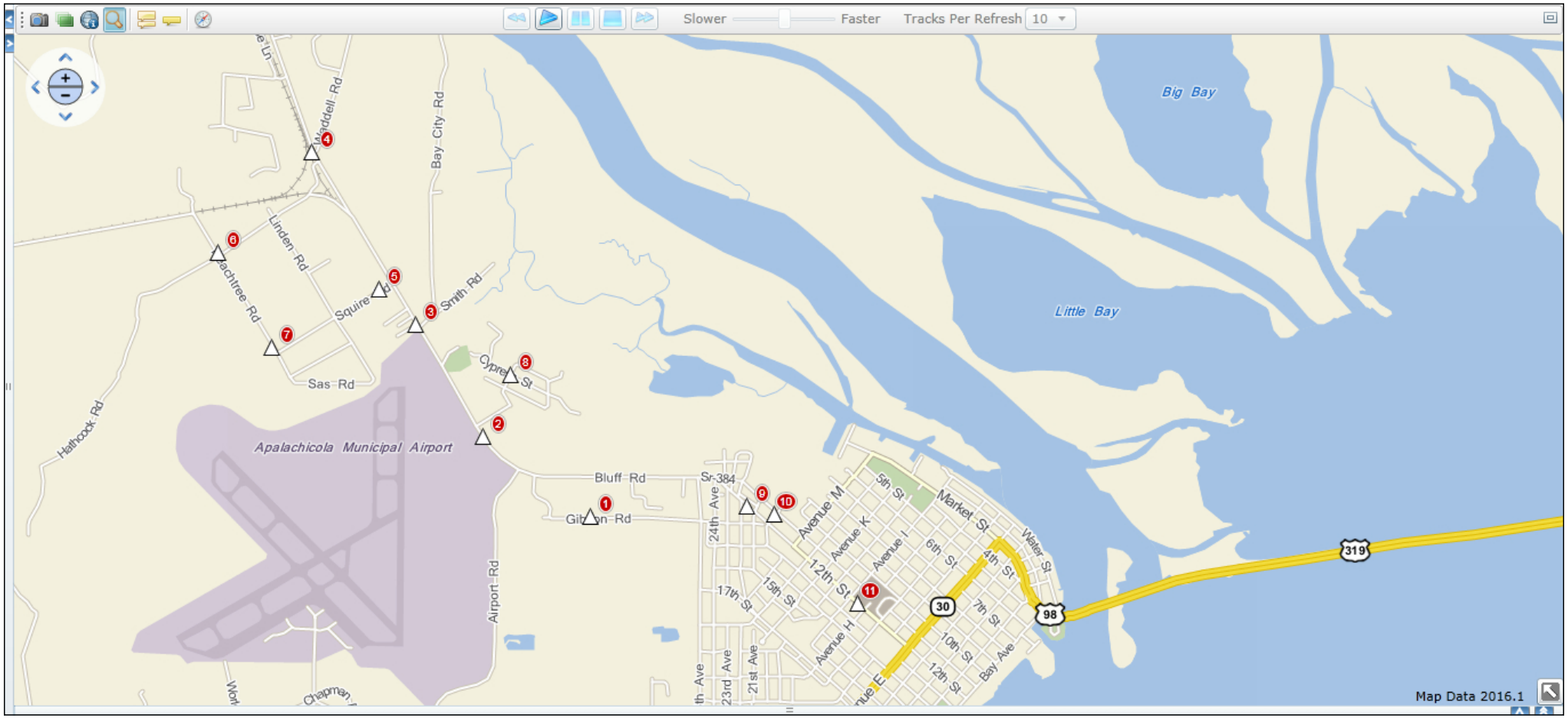
Bus 45 Eastpoint



Bus 45 Eastpoint

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	45	Franklin County Schools	4/11/2016 6:53:32 AM	Entrance Door Open		0	-	11.52	, Eastpoint, FL		
2	45	Franklin County Schools	4/11/2016 7:30:26 AM	Entrance Door Open		0	-	35.29	89 Michael Way, Eastpoint, FL		
3	45	Franklin County Schools	4/11/2016 7:35:09 AM	Entrance Door Open		0	-	37.13	791 Cc Land Rd, Eastpoint,		
4	45	Franklin County Schools	4/11/2016 7:36:05 AM	Entrance Door Open		0	-	37.40	693 Cc Land Rd, Eastpoint,		
5	45	Franklin County Schools	4/11/2016 7:37:11 AM	Entrance Door Open		0	-	37.69	627 Cc Land Rd, Eastpoint,		
6	45	Franklin County Schools	4/11/2016 7:38:14 AM	Entrance Door Open		0	-	37.88	71 7th St, Eastpoint, FL		
7	45	Franklin County Schools	4/11/2016 7:49:22 AM	Entrance Door Open		0	-	41.70	Main Campus		
8	45	Franklin County Schools	4/11/2016 7:54:52 AM	Entrance Door Open		0	-	41.70	Main Campus		
9	45	Franklin County Schools	4/11/2016 7:59:11 AM	Entrance Door Open		0	-	41.70	Main Campus		

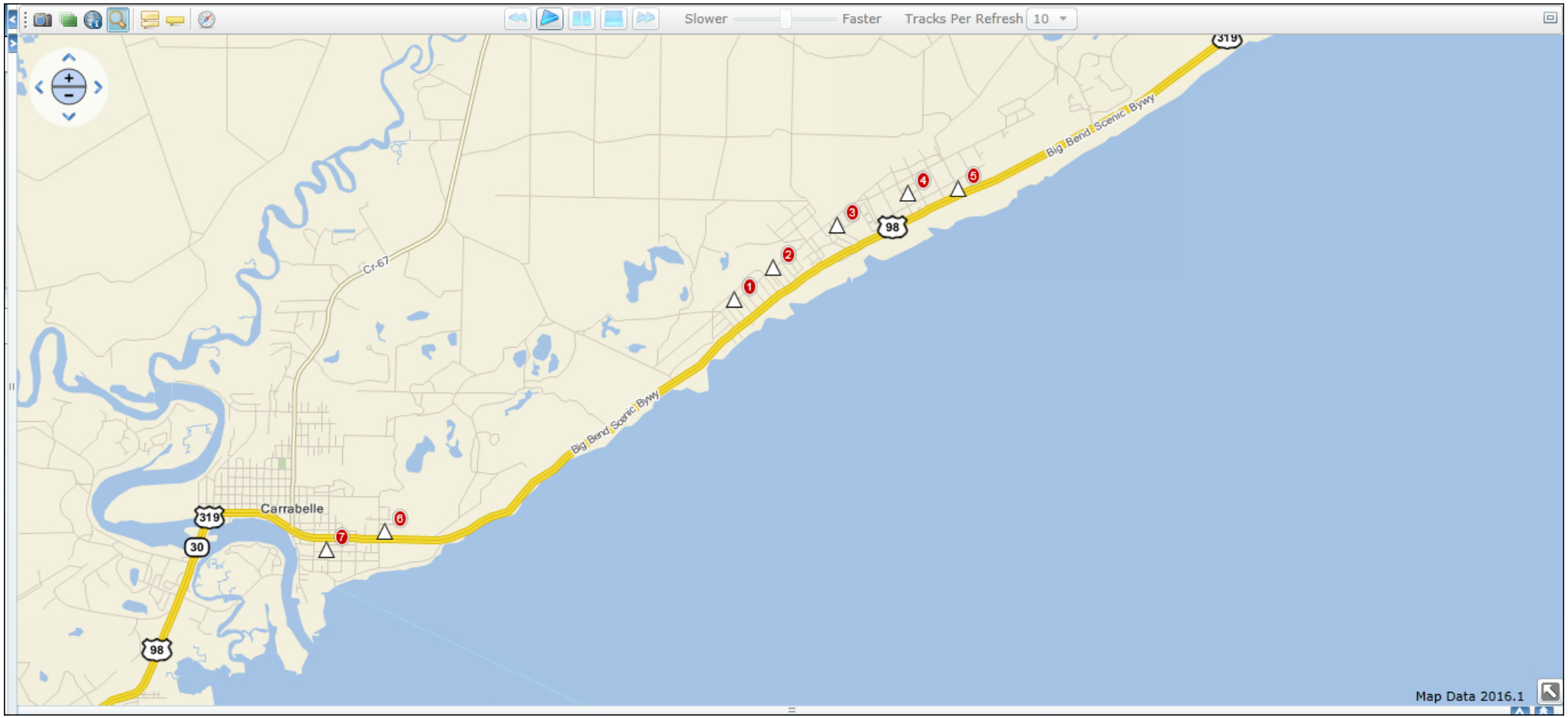
Bus 46 Apalachicola



Bus 46 Apalachicola

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/27/2016 11:00:47 AM	Entrance Door Open		0	-	8.69	73 Gibson Rd, Apalachicola, FL		
2	47	Franklin County Schools	6/27/2016 11:02:52 AM	Entrance Door Open		0	-	9.27	1077 Bluff Rd [Sr-384/Cr-384], Apalachicola,		
3	47	Franklin County Schools	6/27/2016 11:04:02 AM	Entrance Door Open		0	-	9.77	1333 Bluff Rd [Sr-384/Cr-384], Apalachicola,		
4	47	Franklin County Schools	6/27/2016 11:05:33 AM	Entrance Door Open		1	NW	10.55	2359 Bluff Rd [Sr-384/Cr-384], Apalachicola,		
5	47	Franklin County Schools	6/27/2016 11:08:41 AM	Entrance Door Open		0	-	11.81	21 Squire Rd, Apalachicola, FL		
6	47	Franklin County Schools	6/27/2016 11:11:13 AM	Entrance Door Open		1	SW	12.71	199 Hathcock Rd, Apalachicola, FL		
7	47	Franklin County Schools	6/27/2016 11:14:44 AM	Entrance Door Open		2	SE	13.12	1586 Peachtree Rd, Apalachicola, FL		
8	47	Franklin County Schools	6/27/2016 11:20:17 AM	Entrance Door Open		1	W	14.89	1045 Cypress St,		
9	47	Franklin County Schools	6/27/2016 11:23:58 AM	Entrance Door Open		8	SE	16.33	308 12th St, Apalachicola, FL		
10	47	Franklin County Schools	6/27/2016 11:24:40 AM	Entrance Door Open		0	-	16.47	, Apalachicola, FL		
11	47	Franklin County Schools	6/27/2016 11:27:15 AM	Entrance Door Open		0	-	16.99	148 12th St [Cr-384], Apalachicola, FL		

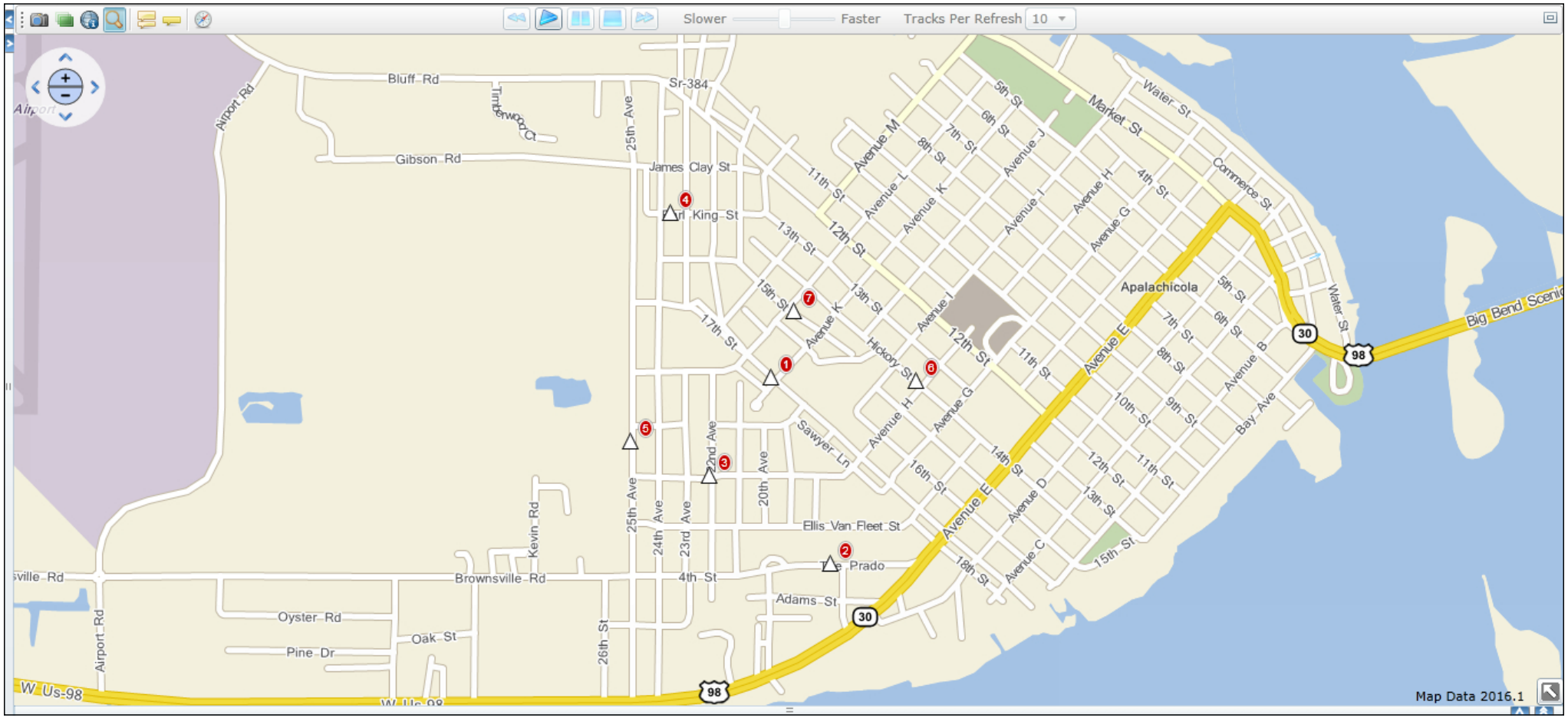
Bus 47 Lanark/Carrabelle



Bus 47 Lanark/Carrabelle

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/29/2016 12:10:46 PM	Entrance Door Open		0	-	36.96	2202 Louisiana Ave, Carrabelle, FL		
2	47	Franklin County Schools	6/29/2016 12:11:46 PM	Entrance Door Open		0	-	37.34	2278 Louisiana Ave, Carrabelle, FL		
3	47	Franklin County Schools	6/29/2016 12:13:44 PM	Entrance Door Open		0	-	38.00	7 Heffernan Dr, Carrabelle, FL		
4	47	Franklin County Schools	6/29/2016 12:16:41 PM	Entrance Door Open		1	NE	38.89	2538 Palmetto St, Carrabelle,		
5	47	Franklin County Schools	6/29/2016 12:18:41 PM	Entrance Door Open		1	SE	39.38	108 Putnal St, Carrabelle, FL		
6	47	Franklin County Schools	6/29/2016 12:26:10 PM	Entrance Door Open		3	N	44.72	212 13th St SE, Carrabelle, FL		
7	47	Franklin County Schools	6/29/2016 12:29:31 PM	Entrance Door Open		0	-	45.82	483 5th St SE, Carrabelle, FL		

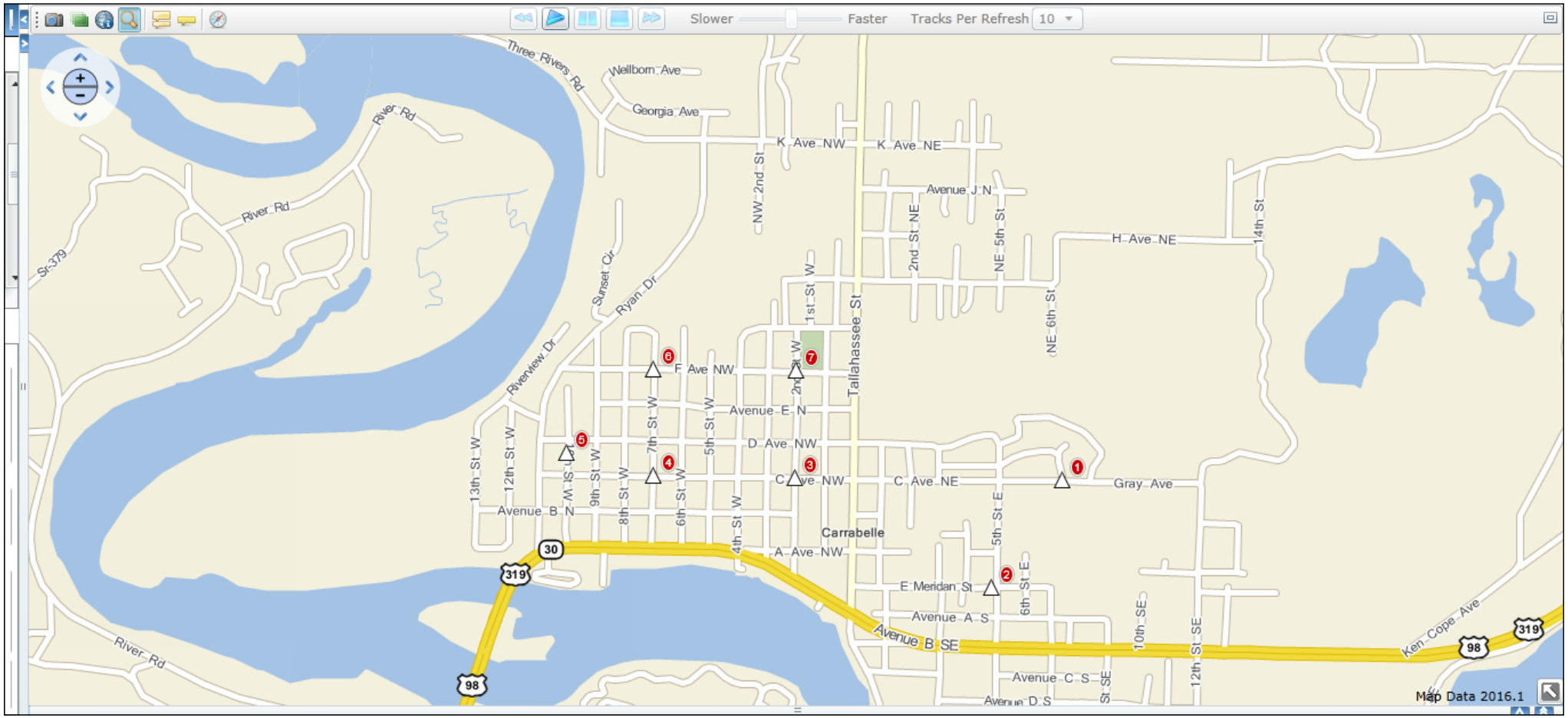
Bus 48 Apalachicola



Bus 48 Apalachicola

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/27/2016 12:16:34 PM	Entrance Door Open		0	-	21.01	196 17th St, Apalachicola, FL		
2	47	Franklin County Schools	6/27/2016 12:19:56 PM	Entrance Door Open		0	-	21.69	251 The Prado, Apalachicola, FL		
3	47	Franklin County Schools	6/27/2016 12:23:36 PM	Entrance Door Open		0	-	22.09	133 22nd Ave, Apalachicola, FL		
4	47	Franklin County Schools	6/27/2016 12:26:36 PM	Entrance Door Open		1	E	22.70	1054 Earl King St, Apalachicola, FL		
5	47	Franklin County Schools	6/27/2016 12:30:25 PM	Entrance Door Open		0	-	23.42	25th Ave, Apalachicola, FL		
6	47	Franklin County Schools	6/27/2016 12:35:03 PM	Entrance Door Open		0	-	24.46	149 Hickory St, Apalachicola, FL		
7	47	Franklin County Schools	6/27/2016 12:37:36 PM	Entrance Door Open		0	-	24.89	15th St, Apalachicola, FL		

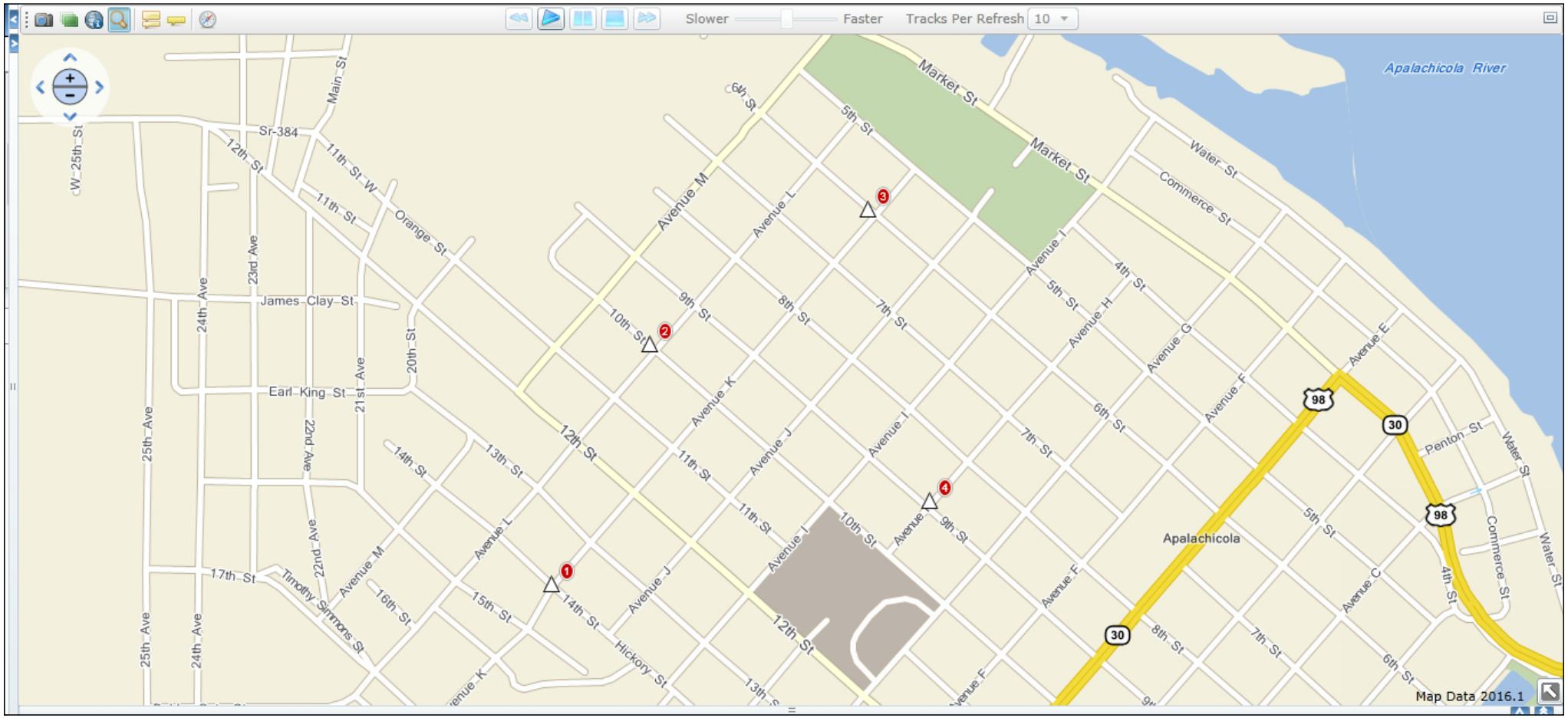
Bus 49 Carrabelle



Bus 49 Carrabelle

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/29/2016 12:47:19 PM	Entrance Door Open		2	W	47.53	Gray Ave, Carrabelle, FL		
2	47	Franklin County Schools	6/29/2016 12:48:36 PM	Entrance Door Open		5	W	47.86	588 E Meridan St, Carrabelle,		
3	47	Franklin County Schools	6/29/2016 12:51:04 PM	Entrance Door Open		0	-	48.44	298 C Ave NW, Carrabelle, FL		
4	47	Franklin County Schools	6/29/2016 12:52:23 PM	Entrance Door Open		1	W	48.71	798 C Ave NW, Carrabelle, FL		
5	47	Franklin County Schools	6/29/2016 12:53:17 PM	Entrance Door Open		0	-	48.91	460 10th St W, Carrabelle, FL		
6	47	Franklin County Schools	6/29/2016 12:54:44 PM	Entrance Door Open		0	-	49.22	801 F Ave NW, Carrabelle, FL		
7	47	Franklin County Schools	6/29/2016 12:56:13 PM	Entrance Door Open		0	-	49.50	301 F Ave NW, Carrabelle, FL		

Bus 51 Apalachicola



Bus 51 Apalachicola

	Vehicle	Fleet	Time	Event	Ignition	Speed	Heading	Distance	Location	Latitude	Longitude
1	47	Franklin County Schools	6/27/2016 11:32:01 AM	Entrance Door Open		0	-	18.04	14th St, Apalachicola, FL		
2	47	Franklin County Schools	6/27/2016 11:37:14 AM	Entrance Door Open		0	-	18.74	220 10th St, Apalachicola, FL		
3	47	Franklin County Schools	6/27/2016 11:39:16 AM	Entrance Door Open		1	SE	19.04	6th St, Apalachicola, FL		
4	47	Franklin County Schools	6/27/2016 11:41:27 AM	Entrance Door Open		0	-	19.43	109 Avenue H, Apalachicola, FL		

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-2859-Fax

Nina M Marks
Superintendent

TOGETHER EVERYONE ACHIEVES MORE

July 7, 2016

Franklin County School Board,

Food and Nutrition Services is proud to report we fed 263,192 Meals at FCS and 78,258 Meals at ABC. We served 37,958 Snacks at 5 sites and 45,616 Supper Meals at 5 sites.

We have purchased a 2016 Toyota Sienna passage van for traveling back and forth to schools, meeting for Power Buying Group, Trainings and Conferences.

We have purchased a 2016 Ford Transit van to transport meals and commodities to sites.

We have purchased 2 70" TV/ Monitors to display in the lunchroom to display the daily menu ,give nutritional information and upcoming events.

We are decorating our serving lines at FCS with a SPORTS Theme. Displayed will be showcases of teams pictures, jerseys, footballs, baseballs, bats, basketballs, and helmets.

It will sort of look like your sports restaurants. We believe the students seeing their pictures, signed ball and bats will let them know Food Service appreciates their team spirit and accomplishments. The Food & Nutrition awards will be displayed there too.

Food Service has filled 1 Assistant Manager Position and 2 Worker Positions.

Block Grants Put School Meals on the Chopping Block: The proposed grant will at a minimum cut all paid-meal reimbursement and the 6-cent certification reimbursements. The block grant will also cap funding for three years, elimination annual adjustment to offset rising costs.

I am attaching information you to have all details. I need you to help support Florida by contacting the Representatives to STOP the Block Grant. Go to sna.org website, search block grant to get the link to a standard letter to where all you do is sign your name and email and it will be sent to all Representatives. I have attached a letter I receive back from Congresswoman Gwen Graham.

News from the Food and Nutrition Services,

Terry Hilton, Director

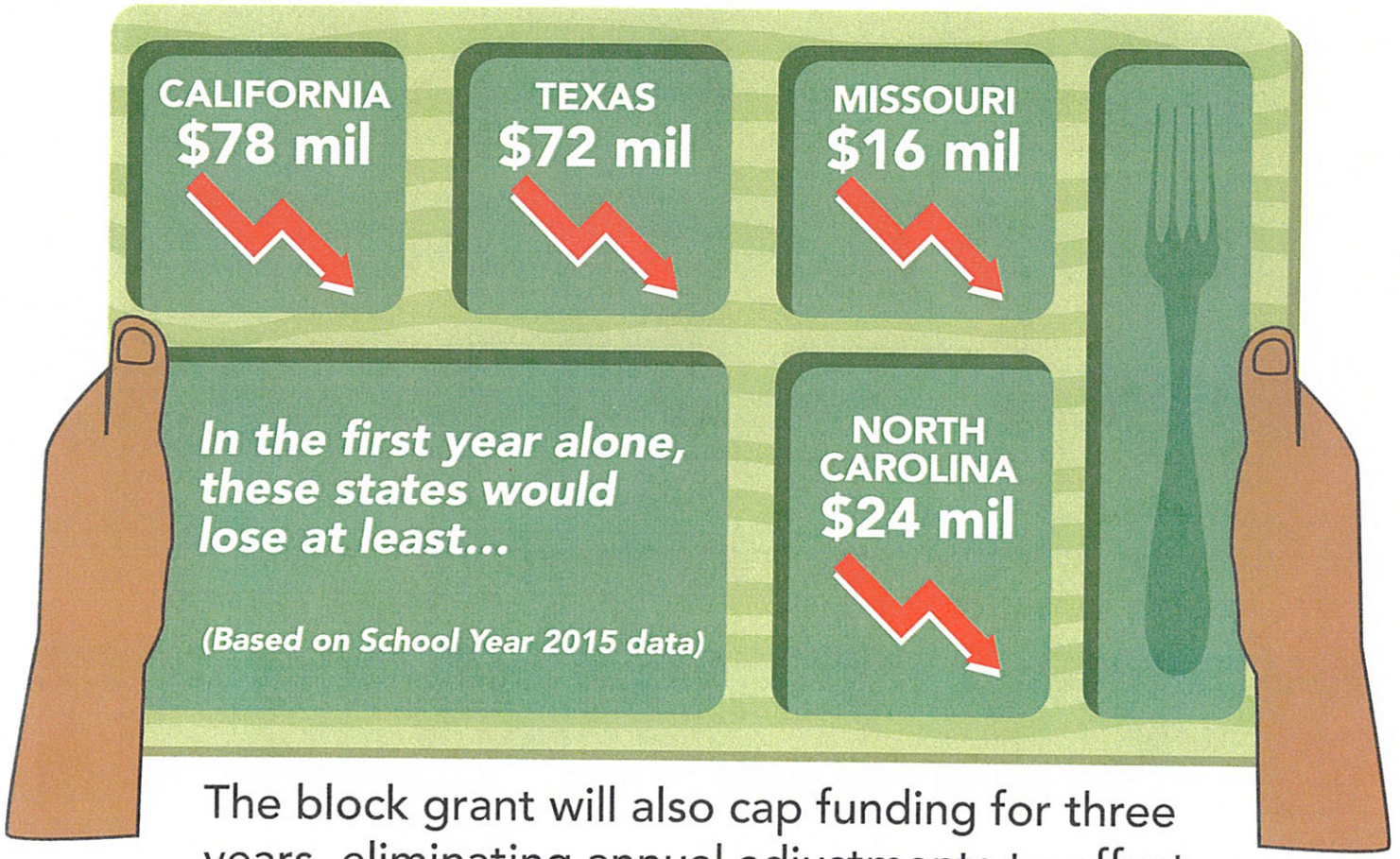
Food and Nutrition Services

District 1 George Thompson
District 2 Pam Marshall
District 3 Teresa Ann Martin Vice Chair
District 4 Stacy Kirvin
District 5 Pam Shiver Chair

An Equal Opportunity Employer

Block Grants Put School Meals on the Chopping Block

The proposed block grant will ***at a minimum*** cut all paid-meal and 6-cent certification reimbursements.



The block grant will also cap funding for three years, eliminating annual adjustments to offset rising costs.

#STOP the BLOCK
save school meals

SCHOOL NUTRITION ASSOCIATION

SCHOOL NUTRITION ASSOCIATION

Block Grants:
Putting School Meals on the Chopping Block

In 1946, the federal government made a promise to America's families that students will always have access to healthy meals at school. The National School Lunch and Breakfast Programs were specifically designed to be entitlement programs. That means participating schools are "entitled" to a federal reimbursement for all meals served. Federal regulations and nutrition standards for these programs ensure meals and student access to them are consistent from state to state.

On May 18, 2016, the House Committee on Education and the Workforce passed H.R. 5003, *the Improving Child Nutrition and Education Act of 2016*. The bill would eliminate these federal guarantees and the promise that America's students will have consistent access to the nutrition they need to succeed.

Specifically, H.R. 5003 establishes a block grant pilot project for three states that will cut funds for school meal programs and nullify crucial federal mandates, including nutrition standards and student eligibility rules for free and reduced price meals. This bill is a first step in a broader effort to establish national school meal block grants.

Impact of a School Meal Block Grant

- Thanks to entitlement status, school meal programs always have the necessary funding to meet students' nutritional needs. When school enrollment increases, or when a recession results in layoffs, the number of students receiving free and reduced price meals increases. Schools can serve more meals knowing their reimbursement will rise to cover the added cost. Block grants eliminate that guarantee.
- Block grants provide a finite amount of funding each year. If circumstances change mid-year, states do not receive additional funds to cover the cost of serving meals to low income students.
- In a September 2015 report, the non-partisan Congressional Budget Office warned that "block grants that are smaller than the funding that current legislation would provide would probably eliminate access to nutrition programs for some children and reduce it for others. Such grants would also leave the programs unable to respond automatically to economic downturns."
- The proposed block grant pilot slashes funding for school meal programs in participating states. Block grant funding is capped at the amount the state receives in free and reduced price meals served in Fiscal Year 2016. States would lose the additional six cents per lunch reimbursement they earned under the Healthy, Hunger-Free Kids Act and the approximately 29 cent reimbursement for meals served to full price students.
- Block grants void federal rules that ensure the uniformity and consistency of school meal programs across the nation. States could set their own rules on which children are eligible for free or reduced price meals, restricting access for low income children currently enrolled in the program. States could abandon all federal nutrition mandates, and under the proposed pilot, states would be required to only serve one "affordable" meal a day to students, threatening recent national progress in expanding student access to healthy school breakfasts.

Block Grant FAQs

What is a block grant and how does it differ from current school meal funding?
Block grants provide states a fixed amount of federal funding, based on a formula, to implement a designated program. Block grants offer states broad latitude over how to manage the program with limited federal oversight and requirements.

Currently, the National School Lunch and Breakfast Programs are entitlements, which means meal programs that comply with regulations are "entitled" to federal reimbursements for meals served. Funding is open-ended and fluctuates annually with the number of meals served. When student meal participation increases, federal funding rises to help meal programs cover the cost.

Fixed-sum block grants do not permit an increase in funding to meet demand.

Why are we talking about block grants?
Congress is currently debating Child Nutrition Reauthorization legislation. On May 18, 2016, the House Committee on Education and the Workforce approved a Reauthorization bill that contains a school meal block grant pilot project. Specifically, H.R. 5003, *The Improving Child Nutrition and Education Act of 2016*, would allow up to three states to participate in the pilot.

Why is the block grant pilot bad for school meal programs and students?
Participating states could abandon federal nutrition standards and other requirements that ensure uniformity and consistency in school meal programs nationwide. States could set their own rules on student eligibility for free and reduced price meals, limiting access for poor children. States would be required to only serve one "affordable" meal a day to students, threatening recent progress in expanding student access to healthy school breakfasts.

School meal programs in participating states would lose critical funds under the block grant. Funding is capped at the amount the state receives in free and reduced price meals served in Fiscal Year 2016. States would lose the additional six cents per lunch reimbursement they earned under the Healthy, Hunger-Free Kids Act and the approximately 29 cent reimbursement for meals served to full price students.

> *In a September 2015 report, the non-partisan Congressional Budget Office (CBO) warned that "block grants that are smaller than the funding that current legislation would provide would probably eliminate access to nutrition programs for some children and reduce it for others. Such grants would also leave the programs unable to respond automatically to economic downturns."*

Funding provided under the block grant would remain static for the entirety of the three year grant cycle. No additional funding is available if the number of students in need of free or reduced price meals rises due to unexpected increases in enrollment or local lay-offs. Additionally, block grants would not be adjusted for inflation, so funding would not keep pace with rising food and labor costs.

Why should we be concerned if the pilot is limited to just three states?
The block grant pilot is widely viewed as a first step in a larger effort to establish a national block grant for school meal funding. During the Committee's consideration of H.R. 5003, a broader amendment was offered to block grant school lunch and breakfast programs nationally. The amendment failed, but earned support from 9 committee members. A block grant amendment for all child nutrition program funding, including the Child and Adult Care Food Program, the Summer Food Service Program, was offered but withdrawn prior to a vote.

What lessons have we learned from existing block grants?
A Center for Budget and Policy Priorities (CBPP) analysis of 13 major housing, health, and social services block-grant programs reveals that combined funding for the programs declined by 26 percent — or $13 billion in 2016 dollars — from 2000 to 2016. Notably, when adjusted for inflation, funding under the Temporary Assistance for Needy Families (TANF) block grant has plummeted by 32 percent, despite population growth.

In summary, the CBPP report states, *"History shows that when social programs are merged into (or created as) broad block grants, funding typically contracts — often sharply — in subsequent years and decades, with the reductions growing over time."*

What are the next steps in the Child Nutrition Reauthorization process?
The House and Senate Child Nutrition Reauthorization bills are awaiting floor consideration in each chamber. Once the House and Senate debate and pass their separate bills, a conference committee will be appointed to resolve differences between the two bills. The conference committee will draft a compromise bill, which must be approved by both chambers before it is sent to the President for his approval or veto.

The Senate Reauthorization bill does not contain a block grant provision.

What can I do to help protect school meal programs and the students they serve?
Contact your Members of Congress to let them know you oppose any school meal block grant proposal, including H.R. 5003. Here are three ways to take action:



1. Send SNA's Action Alert email to your representatives, urging them to oppose efforts to block grant school meal programs. Ask them to pass a bipartisan Child Nutrition Reauthorization bill that increases funding for school meals and includes the Senate agreement on nutrition standards.
2. Pick up the phone and call your Senators and Representatives to ensure your voice is heard on this important issue.
3. Urge your colleagues and school district officials to take action too. SNA's Action Alert system is not just for SNA members – anyone passionate about protecting school meals can participate.
4. Spread the word through social media.

Click here for suggested tweets, talking points and contact information for your Members of Congress.

Terry Hilton <thilton@franklin.k12.fl.us>

Responding to your message

1 message

The Office of Congresswoman Graham <fl02ggima@mail.house.gov> Fri, Jul 1, 2016 at 10:57 AM
To: thilton@franklin.k12.fl.us

Congress of the United States
House of Representatives
Washington, DC 20515-3605

July 1, 2016

Dear Ms. Hilton:

Thank you for contacting me concerning child nutrition programs.

In North Florida we understand how important children are to the future of our country. They are our greatest resource and it's important that we provide them with all the tools needed for success.

I'm a proud cosponsor of H.R. 1728, the Summer Meals Act. This legislation would authorize the Secretary of Agriculture to award competitive grants to service institutions to increase participation in the summer food service program. Programs like this provide children healthy meals during the summer time when they are out of school.

It's been proven that a healthy diet is essential to a child's success. Providing our children with nutritious meals is the first step to helping them succeed. We all know that children who have a healthy diet perform better academically and physically. That's why it's important that we make these meals available to those children who might otherwise go without them.

I understand the importance of having legislation that addresses issues like this and I will continue to advocate for the children of our nation.

Again, thank you for contacting me on this issues and please continue share your views with me in the future. Together we can make Washington work for North Florida.

With all my best,

Gwen Graham

Congresswoman Gwen Graham
Florida's Second Congressional District

Contract Agreement

THIS CONTRACT is entered into by and between the Franklin County School Board, hereinafter called "contractee", Magnifying Minds, LLC and hereinafter called "contractor," through funds entitled, State or federal grant funds. The Franklin County School Board is only liable to pay to the extent that the Board gets the funds from an appropriate state or federal grant.

The contract will commence August 15, 2 0 1 6 and will continue until May 26, 2017. Nick O'Grady, Director of Curriculum, Franklin County School District, will direct the activities of the contract.

The contractee agrees to compensate contractor for the amount of $37.00 per hour for administration of tutoring services to the K-3 student population in Franklin County. The contractee will instruct the students in area of reading and literacy. Magnifying Minds will work four days a week for three hours a day for a total of six hours a week, which will be documented by sign-in sheets and agendas. An invoice should be signed by the contractor, reference the Franklin County School District and produce supporting documentation, to Ms. Jeanette Malone@ the Franklin County School District, 85 School Road, Eastpoint, Florida, 32328. Nick O'Grady shall review the documents and invoice before submission is made to the finance office.

Franklin County School District will not be responsible for payment of any Worker's Compensation claims to "the contractor or any employee of the contractor. The contractor understands that she is an independent contractor.

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 pre-audit and post-audit thereof.

c. A provision allowing unilateral cancellation by the agency for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Art. I of the State Constitution and s. 119.07(1).

(2) Tile agency head and the contractor prior to the rendering of any contractual service shall sign the written agreement. 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 ins. 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

Non-discrimination

The contractor agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of (a) Title VI of the Civil Rights Act of I 964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of l973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEOP) must meet the requirementsof28 CFR 42.301.

IN WITNESS W H ER EFORE , 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 b i n d their respective o r g a n i z a t i o n s in their capacity as a signatory official.

Contractee	**Date**
Nina M. Marks	07/11/16
Superintendent	**Date**
School Board Chair	**Date**

Panhandle Area Educational Consortium
Contract Agreement

THIS CONTRACT is entered into by and between the Franklin County School District, 85 School Road, Suite One, Eastpoint, Florida 32328, 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," through PAEC project entitled Contracts/VAM Operating Costs.

The contract will commence July 1, 2016 and will continue until June 30, 2017. Maria Pouncey 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, Franklin 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 2 CFR 200 Code of Federal Regulations

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 2 CFR Appendix II to Part 200, Section (H), "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/Contractor'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 pre-audit and post audit 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 Article I of the State Constitution and s. 119.07(1).

(2) The agency head and the Contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -

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

216.347 -

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

215.422 -

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

1012.465-

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

This Contract is also subject to the Federal Code of Regulations CFR 200.326 provisions for procurement - Contract Administration described in CFR 200.326 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	**Contractor**
Pam Shiver, Chairperson Franklin County School District	Herbert J. Taylor, Superintendent Washington County School Board
Date	Date
Nina Marks, Superintendent Franklin County School District	John T. Selover, Executive Director Panhandle Area Educational Consortium
07/06/16 Date	Date
59-6000611 Federal ID#	59-6000898 Federal ID #
	WCSB Date: August 8, 2016

Financial Impact
Group Term Life Insurance
Franklin County School District

As of July 2014

Employee Only		130			
Retirees		106			
Current Rates and Enrollment					
Employee Only	$0.56	100	$25,000.00	$2,500,000.00	$1,400.00
Retirees	$0.54	121		$2,000,000.00	$1,080.00
					$2,480.00
Board Cost					$29,760.00
Standard Life	$0.22	145	$25,000.00	$3,625,000.00	$779.38
Board Cost					$9,352.50
Retirees Voluntary	$3.00	121		$2,000,000.00	$6,000.00
Retiree Premiuns				$10,000.00	$30.00
				$20,000.00	$60.00

Will Set Up Retiree FRS Deductions

Board Savings $20,407.50

USEBSG School Districts
Life Insurance

District	Class	Contribution	Amount
Lafayette	Active	Board	$20,000.00
	Retiree	Retiree	$10,000.00
		Retiree*	$5,000.00
Walton	Active		$5,000.00
	Retiree		$2,500.00
Madison	Active	Board	$10,000.00
	Retiree	Board for 2 Years	$10,000.00
	Retiree	Board for 2 Years	$5,000.00
	Retiree	Retiree	$10,000.00
	Retiree	Retiree*	$5,000.00
Liberty	Active	Board	$10,000.00
	Retiree	Retiree	$10,000.00
	Retiree	Retiree*	$5,000.00
Washington	Board	Board	$50,000.00
	Retiree	Retiree	$15,000.00
	Retiree	Retiree*	$9,750.00
	Retiree	Retiree*	$3,000.00
	Retiree	Retiree*	$3,000.00

For specific anounts and coverage please see certificate of coverage.

* Reduction in benefit due to age

Employee Benefits

Presented by:
U.S. EMPLOYEE BENEFITS SERVICES GROUP

Proposal And Cost Summary

Prepared for:
Franklin County District Schools
Florida
June 3, 2016



Group Life Insurance

Standard Insurance Company

TheStandard®

How The Standard's Focused Expertise Can Benefit Your Business

At Standard Insurance Company, group Life and Disability insurance aren't add-ons. They're our primary business. For you, our focused expertise means people who understand your needs and employee benefits that work harder to support your goals.

From fast, responsive claims handling to flexible plan designs that help you control costs, we're here to partner with you for the long term. Our proactive approach and solutions can help reduce the workload for your HR team and help you maintain a more efficient and productive workplace.

Key Reasons To Choose The Standard	
Partnership Focus	With The Standard's 40-plus fully-staffed sales and service offices across the country, you can count on a smooth, hassle-free transition, local account resources and personal, responsive service. We're here to minimize your administrative burden and simplify claim management. With access that works the way you work – online, phone or in person – we're easy to reach and quick to follow through.
Long-Term Perspective	We've tailored this proposal to address your needs, today and for the long-term. Need more options? Just ask. We offer millions of possible plan design combinations. We also emphasize giving you the "right rate" from the beginning to avoid a big increase later.
Proactive Approach	We focus on helping employers prevent disabilities, increase employee well-being and maintain a more productive workplace through innovative solutions that deliver measurable results, including: • Industry-leading Workplace Possibilities℠ program • Exclusive partnership with Health Advocate™ • Employee Assistance Program included with our LTD plans • Comprehensive Absence Management services • Flexible Dental and Vision plans

We Keep Our Promises

At The Standard, doing the right thing for our customers is in our DNA. More than 100 years of history and our long track record of financial strength back up our commitment to you and your employees.

Basic Life and AD&D Plan 1

Covered Members

An employee of the Employer who retired under the Employer's retirement program

An active employee of the Employer working 30 hours per week

Class 1: Active Members

Class 2: Retired Members

Plan

	Class 1	Class 2
Benefit Formula	Flat $25,000	Flat $20,000
Age Based Benefit Reduction	To 50% at age 70	To 50% at age 70
Guarantee Issue	Full Benefit	Full Benefit
Employer Contribution	100%	0%

Cost

		Members	Volume	X Rate: Per $1,000	= Monthly Premium
Active Members	Life	156	$3,862,500	0.20	$773
	AD&D	156	$3,862,500	0.015	$58
Retired Members	Life	79	$1,080,000	3.00	$3,240
				Total:	**$4,071**

- The proposed rates are guaranteed until 01/01/2019
- We provide policyholders with a 60-day notice of rate change.

Features

- A Family Benefits Package is included. It provides extra AD&D benefits to help families transition due to the loss of an insured member. The package includes a Child Care Benefit (child care expense reimbursement for children under age 13); a Career Adjustment Benefit (education expense reimbursement for spouses); and a Higher Education Benefit (college expense reimbursement for children).
- For class 1: An Accelerated Benefit is included. Terminally ill members may withdraw up to 75% of their Life benefit to a maximum of $500,000 (when Basic Life and any Additional Life are combined).
- Travel Assistance is included. This service provides plan participants with access to appropriate medical care and other emergency services whenever traveling at least 100 miles from home or in a foreign country for trips lasting up to 180 days. Travel Assistance offers a range of professional, 24-hour medical and legal assistance and coordination services.
- AdminEASE service is included. These time-saving online tools are the fastest, easiest and most secure way to administer your plan.
- For class 1: Waiver of Premium is included for those disabled prior to age 60. The schedule of age reductions will not apply while a member is on Waiver. Waiver ends at age 65. The Standard consolidates the filing and management of the Life Waiver of Premium and LTD claims if The Standard has both coverages.
- This proposal includes the Life Services Toolkit which helps beneficiaries cope with grief and loss, get answers to legal questions, plan a memorial or a funeral, and address financial concerns. Additionally, all covered employees will have access to online will preparation and other estate planning documents as well as articles to help deal with identity theft, improve wellness and more.
- The plan includes E-Contract Document service for efficient, convenient online contract document delivery. Printed documents are available on request. Certificates must be distributed to insured members. Note: Under ERISA, plan administrators may deliver Summary Plan Descriptions/certificates electronically, but must implement measures to ensure participants actually receive them. Please consult legal counsel to clarify your delivery or recordkeeping requirements.

Plan Design

- A Seat Belt Benefit and an Air Bag Benefit are included. These provide additional benefits (100% of AD&D benefit to $10,000 and 100% of AD&D benefit to $5,000, respectively) if a member dies as a result of an automobile accident while using a seat belt system and where the automobile's air bag deployed at the time of the accident.
- Portability of insurance is included. This lets terminating members continue their basic life amount without providing evidence of insurability. If AD&D is included in the plan it may also be ported.
- A Repatriation Benefit is included. It provides an additional benefit to help pay for the expenses of transporting a member's body when the member dies more than 200 miles from home.
- For class 2: Until coverage has been in force for 2 years, death which results from suicide or other intentional self-inflicted injury is not covered (in force for 1 year in CO, MO and ND; not available in WA.)
- For class 2: Waiver of Premium and Accelerated Benefit provisions are not available for retirees.
- The members' benefit amounts under the current plan are carried forward to this plan.

Assumptions

- For class 2: The proposed rates assume that both participants and non-participants are included in the census provided.
- For class 2: Final rates will be based on an actual enrollment.
- The rates assume billing is centralized in one location.
- The proposed rates assume coverage currently in force.
- Proposed rate includes electronic documents.

Conditions

- For class 2: Rates assume 75% enrollment.
- For class 2: For coverage to become effective on 01/01/2017, the greater of 75% of eligible members or 10 members must enroll.
- This is not our customary age reduction schedule. As an employer, you are responsible for determining that the schedule you have requested complies with the ADEA. We assume that you have made that determination.
- For class 2: We require evidence of insurability for members who are eligible under the current plan but are not enrolled.
- For class 2: We require evidence of insurability for members who enroll more than 31 days after they are first eligible for coverage.

Additional Information

For additional information on the available features and benefits of Life and Accidental Death & Dismemberment Insurance from The Standard, click here: http://www.standard.com/eforms/6958.pdf

Additional Life Plan 1

Covered Members

An active employee of the Employer working 30 hours per week

Plan

Benefit Formula	Increments of $10,000 to a maximum of $150,000 with a minimum of $10,000
Rounding	Nearest $1
Minimum Benefit	$10,000
Age Based Benefit Reduction	To 50% at age 70
Guarantee Issue	Full Benefit
Employer Contribution	0%

Cost

	Members	Age	Rate: Per $1,000	X	Volume	=	Monthly Premium
All Enrolled	4	<= 29	0.050		$350,000		$18
	5	30–34	0.070		$410,000		$29
	4	35–39	0.080		$370,000		$30
	8	40–44	0.110		$680,000		$75
	10	45–49	0.190		$1,040,000		$198
	11	50–54	0.290		$820,000		$238
	6	55–59	0.400		$300,000		$120
	9	60–64	0.550		$550,000		$303
	5	65–69	1.020		$350,000		$357
	1	70–74	1.870		$150,000		$281
	0	75 +	5.480		$0		$0
	0	80–99	5.480		$0		$0
Total							**$1,646**

- We provide policyholders with a 60-day notice of rate change.

Features

- An Accelerated Benefit is included. Terminally ill members may withdraw up to 75% of their Life benefit to a maximum of $500,000 (when Basic Life and any Additional Life are combined).
- Travel Assistance is included. This service provides plan participants with access to appropriate medical care and other emergency services whenever traveling at least 100 miles from home or in a foreign country for trips lasting up to 180 days. Travel Assistance offers a range of professional, 24-hour medical and legal assistance and coordination services.
- Portability of insurance is included. This lets terminating members continue their additional life amount without providing evidence of insurability. If AD&D is included in the plan it may also be ported.
- Waiver of Premium is included for those disabled prior to age 60. The schedule of age reductions will not apply while a member is on Waiver. Waiver ends at age 65. The Standard consolidates the filing and management of the Life Waiver of Premium and LTD claims if The Standard has both coverages.

Plan Notes

- Until coverage has been in force for 2 years, death which results from suicide or other intentional self-inflicted injury is not covered (in force for 1 year in CO, MO and ND; not available in WA.)
- The members' benefit amounts under the current plan are carried forward to this plan.

Assumptions

- The proposed rates assume that only participants are included in the census provided.
- The rates assume billing is centralized in one location.
- The proposed rates assume coverage currently in force.

Conditions

- Rates assume 40% enrollment.
- For coverage to become effective on 01/01/2017, the greater of 20% of eligible members or 10 members must enroll.
- Additional Life can only be purchased in conjunction with Basic Life.
- This is not our customary age reduction schedule. As an employer, you are responsible for determining that the schedule you have requested complies with the ADEA. We assume that you have made that determination.
- We require evidence of insurability for members who are eligible under the current plan but are not enrolled.
- We require evidence of insurability for members who enroll more than 31 days after they are first eligible for coverage.
- Elective increases require evidence of insurability.

Additional AD&D Plan 1

A benefit on the Additional Life Plan

Covered Members

An active employee of the Employer working 30 hours per week

Plan

Benefit Formula	Increments of $10,000 to a maximum of $150,000 with a minimum of $10,000
Rounding	Nearest $1
Minimum Benefit	$10,000
Age Based Benefit Reduction	To 50% at age 70
Employer Contribution	0%

Cost

		Members	Volume	X Rate: Per $1,000	= Premium
All Enrolled	AD&D	63	$5,020,000	0.017	$85
Total					**$85**

Features

- A Seat Belt Benefit and an Air Bag Benefit are included. These provide additional benefits (100% of AD&D benefit to $10,000 and 100% of AD&D benefit to $5,000, respectively) if a member dies as a result of an automobile accident while using a seat belt system and where the automobile's air bag deployed at the time of the accident.
- A Family Benefits Package is included. It provides extra AD&D benefits to help families transition due to the loss of an insured member. The package includes a Child Care Benefit (child care expense reimbursement for children under age 13); a Career Adjustment Benefit (education expense reimbursement for spouses); and a Higher Education Benefit (college expense reimbursement for children).

Spouse Dependents Life Plan 1

Covered Members

An active employee of the Employer working 30 hours per week

Plan

Benefit Formula	Increments of $5,000
Rounding	Up to next $0
Maximum Benefit	$30,000
Minimum Benefit	$5,000
Age Based Benefit Reduction	To 50% at age 70
Guarantee Issue	Full Benefit
Employer Contribution	0%

Cost

	Members	Age	Rate: Per $1,000	X	Volume	=	Monthly Premium
All Enrolled	1	<= 29	0.050		$30,000		$2
	2	30–34	0.070		$60,000		$4
	2	35–39	0.080		$60,000		$5
	3	40–44	0.110		$80,000		$9
	5	45–49	0.190		$125,000		$24
	3	50–54	0.290		$85,000		$25
	1	55–59	0.400		$25,000		$10
	2	60–64	0.550		$45,000		$25
	1	65–69	1.020		$30,000		$31
	0	70–74	1.870		$0		$0
	0	75 +	5.480		$0		$0
	0	80–99	5.480		$0		$0
Total							**$133**

- Spouse rates and age reductions are based on the Member's age.
- We provide policyholders with a 60-day notice of rate change.

Features

- Portability of insurance is included. This lets terminating members continue their dependents life amount without providing evidence of insurability with the continuation of their life amount. If AD&D is included in the plan it may also be ported.

Plan Notes

- Until coverage has been in force for two years (one year in Colorado, Missouri and North Dakota), death which results from suicide or other intentional self-inflicted injury is not covered. This exclusion does not apply to plans written in Washington. Time insured under the current plan will be credited toward this time period.
- The plan includes a conversion option.
- Member must be enrolled in Additional Life to enroll in the Spouse Life plan.
- Spouse Life can't exceed 50% of member's enrolled benefit for Additional Life.
- The members' benefit amounts under the current plan are carried forward to this plan.
- Dependents Life insurance continues automatically, without premium payment, for five months after the death of the insured member.
- Waiver of Premium and Accelerated Benefit provisions are not included.

Assumptions

- The proposed rates assume that only participants are included in the census provided.

Conditions

- Rates assume 32% enrollment.
- We require evidence of insurability for spouses who enroll more than 31 days after they are first eligible for coverage.
- We will require evidence of insurability in order to increase the benefit amount for any member whose evidence of insurability was not approved by us under any policy issued by us to the policyholder or to an employer covered under the policy.
- Evidence of insurability is required in order to increase elected benefit amounts from the current plan to this plan.

Spouse Dependents AD&D Plan 1

A benefit on the Dependents Life Plan

Covered Members

An active employee of the Employer working 30 hours per week

Plan

Benefit Formula	Increments of $5,000
Rounding	Up to next $0
Maximum Benefit	$30,000
Minimum Benefit	$5,000
Age Based Benefit Reduction	To 50% at age 70
Employer Contribution	0%

Cost

		Members	Volume	X Rate: Per $1,000	=	Monthly Premium
All Enrolled	AD&D	20	$540,000	0.017		$9
Total						**$9**

Plan Notes

- A Seat Belt Benefit and an Air Bag Benefit are included. These provide additional benefits (100% of AD&D benefit to $10,000 and 100% of AD&D benefit to $5,000, respectively) if a dependent dies as a result of an automobile accident while using a seat belt system and where the automobile's air bag deployed at the time of the accident.
- If Dependents AD&D benefit is elected, the benefit amount will match the amount of Spouse Dependents Life benefit elected.

Conditions

- A dependent must be insured under Dependents Life in order to be eligible for Dependents AD&D.

Child Dependents Life Plan 1

Covered Members

An active employee of the Employer working 30 hours per week

Plan

Child Benefit Formula: Under 6 months	Flat $10,000
Child Benefit Formula: 6 months or more	Flat $10,000

Cost

	Rates: Per $1,000		
Members:	**Composite: Paid for each member**	**Required: Paid for each member with dependents**	**Elective: Paid by each member electing coverage**
All Enrolled	$0.168	$0.168	$0.168

- We provide policyholders with a 60-day notice of rate change.

Features

- Portability of insurance is included. This lets terminating members continue their dependents life amount without providing evidence of insurability with the continuation of their life amount. If AD&D is included in the plan it may also be ported.

Plan Notes

- Member must be enrolled in Additional Life to enroll in the Child Life plan.
- The plan includes a conversion option.
- Dependents coverage includes child(ren) from live birth through age 20, or through age 24 if the child is a full-time registered student.
- The members' benefit amounts under the current plan are carried forward to this plan.
- Dependents Life insurance continues automatically, without premium payment, for five months after the death of the insured member.

Assumptions

- The proposed rates assume that both participants and non-participants are included in the census provided.

Conditions

- Rates assume 20% enrollment.
- We require evidence of insurability for children who are eligible under the current plan but are not enrolled.
- We will require evidence of insurability in order to increase the benefit amount for any member whose evidence of insurability was not approved by us under any policy issued by us to the policyholder or to an employer covered under the policy.
- Evidence of insurability is required in order to increase elected benefit amounts from the current plan to this plan.

unum
Better benefits at work.

Benefits & Cost Summary

Life and Accidental Death and Dismemberment (AD&D) Insurance

Prepared For:	**Franklin County District Schools**
Submitted By:	**John B Hoard**
Date:	**July 8, 2016**

Benefits & Cost Summary
Group Life and Accidental Death and Dismemberment Insurance

This proposal for Life and AD&D insurance coverage includes all active full-time employees working 30 hours per week in the United States with the employer.

Class 1: AFTA
Class 2: Retirees

Number of Eligible Employees: 249

Plan Description:

Proposed coverage effective date: January 1, 2017

Life Insurance

	Employee Life Benefit Amount
Class 1:	$25,000
Class 2:	$10,000

Employee Life Non-Medical Maximum

The Employee Life non-medical maximum is equal to the overall maximum.

Employee Life Benefit Reduction Formula

Life Benefit Reduces to 50% at age 70

AD&D Insurance

	Employee AD&D Benefit Amount
Class 1:	$25,000
Class 2:	No coverage for this class

Employee AD&D Benefit Reduction Formula

Class 1: AD&D Benefit Reduces to 50% at age 70

Standard Plan Features Included in Quote:

- Life Planning *Financial & Legal Resources*
- Life Insurance Conversion Privilege
- Unum Security Account
- 12 Month Rehire Provision
- AD&D Education Benefit - 6%-$6,000
- AD&D Repatriation Benefit
- AD&D Seat Belt and Airbag Benefit - Employee Only 10%/$25,000 Seatbelt-5%/$5,000 Airbag
- AD&D Exposure and Disappearance Benefit
- Enhanced AD&D Schedule of Benefits and Losses
- Accelerated Benefit – 50% of the Life Amount to a maximum of $750,000
- **Class 1:** Employee Life Insurance Premium Waiver
- **Class 1:** Portability

Superior Administrative Support Features Included in Quote:

- ***Simplified*** administration of group benefits through secured online tools:
  - Flexible plan administration and billing services
  - Easy access to frequently used forms
  - Claims information plan administrators need to assist employees and their families
  - A robust resource center filled with reference materials that enable plan administrators to be responsive to employee questions and industry information
  - Convenient online options of viewing or downloading your group insurance policy and employee certificate booklets
- Centralized toll-free Service Center for general inquiries
- Local Field Office Implementation Support
- Electronic Distribution of employee booklets - standard delivery
- Internet list bill and self accounting options
- Integrated Premium Waiver claims processing when sold with Unum LTD
- Compliance with ERISA reporting and disclosure requirements
- Superior Benefits Center Service Standards

Optional Plan Features Included:

- **Class 1:** Worldwide emergency travel assistance services
- Work-life balance employee assistance program

Rates and Cost Information:

Life Rates

	Volume	Rate	Monthly Cost
Employee Life	$3,562,500	$0.520 per $1,000	$1,852.50

	Volume	Rate	Monthly Cost
Retiree Life	$725,000	$2.800 per $1,000	$2,030.00

Total Monthly Cost for Life Insurance:	$3,882.50

AD&D Rates

	Volume	Rate	Monthly Cost
Employee AD&D	$3,562,500	$0.010 per $1,000	$35.63

Rate Guarantee: 2 Year(s)

Employee Cost of Coverage Paid By: Employer (Rate assumes 100% participation)

Coverage Exclusions:

Life Insurance: 24 month suicide exclusion
(applies to contributory amounts and medically underwritten amounts)

AD&D Insurance:

AD&D benefits will not be paid for accidental losses caused by, contributed to by, or resulting from:

- Suicide, self-destruction while sane, intentionally self-inflicted injury while sane, or self-inflicted injury while sane, or self-inflicted injury while insane
- Active participation in a riot
- Attempt to commit or commission of a crime
- War, declared or undeclared, or any act of war
- Use of any prescription or non-prescription drug, poison, fume or other chemical substance unless used according to the prescription or direction of the employee's physician. This exclusion does not apply if the chemical substance is ethanol.
- Disease of the body, or diagnostic, medical or surgical treatment, or mental disorder as set forth in the latest edition of the Diagnostic and Statistical Manual of Mental Disorders
- Being intoxicated

Coverage Termination:

An employee's coverage under the plan will end on the earliest of:

- the date the plan is cancelled;
- the date the employee is no longer in an eligible group;
- the date the employee's eligible group is no longer covered;
- the last day of the period for which the employee made any required contributions; or
- the last day the employee is in active employment, unless continued due to a covered layoff or leave of absence or due to an injury or sickness, as described in the contract.

Life/AD&D Coverage Highlights & Descriptions:

Some features listed below may be applicable only to certain employee classes. Please see the "Plan Description" section of your Life/AD&D Benefits and Cost Summary for specific plan details.

Work-life balance employee assistance program:	Provides access to a comprehensive employee assistance and work-life program for the insured employee and their family, to help manage workplace stress and deal more effectively with personal issues ranging from severe to everyday problems. As an additional feature, the program includes a Will Preparation service.
Worldwide emergency travel assistance services:	Delivers global travel assistance including medical and legal emergency support for employees and their families who travel for business or pleasure more than 100 miles from home.
Life Planning *Financial & Legal Resources*:	This personalized financial counseling service provides expert, objective financial counseling to survivors and terminally ill employees at no cost to them. This service is also extended to employees upon the death or terminal illness of their covered spouse. The financial consultants are master level consultants. They will help develop strategies needed to protect resources, preserve current lifestyles, and build future security. At no time will the consultants offer or sell any product or service.
Accelerated Benefit:	Pays a portion of the insured employee's Life benefit in the event the insured employee becomes terminally ill, and the employee's life expectancy has been reduced to less than 12 months. The employee's death benefit will be reduced by the Accelerated Life Benefit paid.
Delayed Effective Date:	Insurance coverage will be delayed if you are not in active employment because of an injury, sickness, temporary layoff, or leave of absence on the date that insurance would otherwise become effective.
Portability:	Allows an insured employee to elect portable coverage, at group rates, if the employee terminates employment, reduces hours or retires from the employer. Employees are not eligible for portable coverage if they have an injury or sickness, under the terms of this plan, that has a material effect on life expectancy.
Life Insurance Premium Waiver:	Life insurance premiums will be waived for insured employees who become disabled prior to a specified age, and who remain disabled during an elimination period.
Premium Waiver Benefit Maximum:	To Age 65
Life Insurance Conversion Privilege:	When an insured employee's group coverage ends, employees may convert their coverage to individual life policies without providing evidence of insurability.
AD&D Covered Losses and Benefits:	The AD&D plan provides additional protection for insured employees in the event of an accidental bodily injury resulting in death or dismemberment. Benefits resulting from the accidental death are paid to the named beneficiary. Benefits resulting from a dismembering injury are paid to the insured. The loss must occur within 365 days of the accident.

For Loss of:	The Benefit will be:
• Life	The full amount
• Both hands or both feet or sight of both eyes	The full amount
• One hand and one foot	The full amount
• One hand or one foot and the sight of one eye	The full amount
• Speech and hearing	The full amount
• One hand or one foot	One half the full amount
• Speech or hearing	One half the full amount
• Sight of one eye	One half the full amount
• Thumb and index finger of the same hand	One quarter the full amount

No more than the full amount will be paid for all losses resulting from the same accident.

AD&D Education Benefit:

Pays an additional lump sum benefit, to each qualified child of a deceased insured employee (provided death occurs within 365 days of the accidental bodily injury), equal to the lesser of:

- 6% of the employee's AD&D benefit amount; or
- $6,000.

Maximum Benefit Payments: 4 per lifetime
Maximum Benefit Amount: $24,000
Maximum Benefit Period: 6 years from the date of the first benefit payment

In order to qualify, a child must continue to be enrolled full-time in an accredited post-secondary institution of higher learning beyond the 12th grade level. If still at the 12th grade level, then the child must enroll in such an institution within 365 days of the employee's date of death.

AD&D Repatriation Benefit:

Pays an additional accidental death benefit of up to $5,000 for preparation and transportation of a deceased insured employee, provided death occurs at least 100 miles from the employee's principal residence.

AD&D Seat Belt and Airbag Benefit:

Pays an additional accidental death benefit if an insured employee dies while properly wearing a seat belt, and an additional accidental death benefit if the employee was protected by an airbag.

Benefit Amount:
- Seatbelt: 10% of the Full Amount of the insured employee's accidental death and dismemberment insurance benefit.
- Airbag: 5% of the Full Amount of the insured employee's accidental death and dismemberment insurance benefit.

Maximum Benefit:
- Seatbelt: $25,000
- Airbag: $5,000.

AD&D Exposure and Disappearance Benefit:

Pays a benefit if the insured employee sustains an accidental bodily injury and is unavoidably exposed to the elements and suffers a loss.

Unum will presume the insured employee suffered loss of life due to an accident if:
- they are riding in a common public passenger carrier that is involved in an accident covered under the contract; and
- as a result of the accident, the common public passenger carrier is wrecked, sinks, is stranded, or disappears; and
- the insured employee's body is not found within one year of the accident.

Unum Security Account:

For Life and AD&D claims that are $10,000 or greater, a Retained Asset Account (the Unum Security Account) will be made available to the designated beneficiary. This account allows access to all paid benefits immediately, while paying interest on benefits that have not been accessed.

Claim payment is satisfied by establishment of the Unum Retained Asset Account. The funds are retained in Unum's general account and Unum pays a guaranteed rate of interest on the funds in the retained asset account regardless of the investment performance of Unum's general account. The beneficiary can request a lump sum check instead of the retained asset account or they can access all or part of the funds in the retained asset account by writing a single or multiple drafts.
While the funds are not FDIC insured, they are guaranteed by State Guaranty Associations.
For more information regarding the Unum Retained Asset Account please contact your Unum representative.

Contacting Your Unum Sales Office:

Location: Unum - Tampa Sales
One Urban Centre
4830 West Kennedy Blvd, Suite 900
Tampa, FL 33609-9802

Telephone: (813) 207-2600
Fax: (813) 207-2692

Sales Team: Julia Alison Gordon, Sr Sales Consultant
Myra C Young, Sr. Sales Coordinator

Proposal Conditions:

This proposal is under no circumstances a contract for the insurance coverage described within. If this proposal is accepted, a contract outlining the coverage will be issued.

This proposal is based on census data received by Unum. Actual costs will be based on the final enrollment data of employees insured under the plan on its effective date. Quote assumes coverage of employees who are in active employment in the United States with the employer. Please contact your Unum representative to request a quote for coverage of any employees who do not fit this category. **This quote will remain open until October 6, 2016 and includes standard services only, unless otherwise expressly described herein.**

Important Information Concerning the Sale of these Benefits:
State laws require that insurance brokers be licensed and appointed with the applicable Unum Insurance subsidiary before engaging in the solicitation or sale of these benefits. *Note that Unum cannot accept this business if the broker is not properly licensed and appointed before soliciting this proposal.*

Unum is prepared to help ensure compliance with these state regulations. Brokers who need to check their Unum appointment status should call the Broker Compensation Service Center at 800-633-7491 opt. 2.

Life/AD&D Policy Form Number: C.FP-2

Work-life balance employee assistance program is provided by Ceridian Corporation and is available with selected Unum insurance offerings. Exclusions, limitations and prior notice requirements may apply, and service features, terms and eligibility criteria are subject to change. The service is not valid after termination of coverage and may be withdrawn at any time. Please contact your Unum representative for full details.

Worldwide emergency travel assistance services are provided by Assist America, Inc. Services are available with selected Unum insurance offerings. Exclusions, limitations and prior notice requirements may apply, and service features, terms and eligibility criteria are subject to change. The services are not valid after termination of coverage and may be withdrawn at any time. Please contact your Unum representative for full details.

Life Planning is provided by Ceridian Incorporated. The services are subject to availability and may be withdrawn by Unum without prior notice.

Unum is a registered trademark and marketing brand of Unum Group and its insuring subsidiaries.

Underwritten by:
Unum Life Insurance Company of America
Portland, Maine 04122
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(G-72128)

BROKER COMPENSATION DISCLOSURE NOTICE FOR GROUP PRODUCTS

Your insurance or benefits advisor can offer you advice and guidance as you select the policy and provider most appropriate for your needs. At Unum we recognize the important role these professionals play in the sale of our products and services and offer them a variety of compensation programs. Your advisor can provide you with information about these programs as well as those available from other providers. We support disclosure of broker compensation so that customers can make an informed buying decision.

Brokers may be eligible to receive Base Commissions as well as Supplemental Commissions from Unum.

Unless you have agreed in writing to compensate the broker differently, Unum provides Base Commissions to all brokers in connection with the sale of an insurance policy. Base Commissions are a fixed percentage of the policy premium, and may include a one time, first year flat amount for each policy sold. Base Commissions are paid by Unum to the broker(s) on your policy. In some circumstances, broker(s) may be eligible to receive commissions on your policy even after a broker of record change has occurred.

A broker may also qualify for Supplemental Commissions paid by Unum. For group insurance products, Supplemental Commissions may be paid as a fixed percentage of total eligible group insurance premiums. The Supplemental Commission rate depends on the total dollar amount of all eligible premiums or number of group policies that the broker had in force with Unum in the prior calendar year. The Supplemental Commission rate may range from 0% to 13.80% of total premium paid.

The exact Supplemental Commission percentage payable to any broker is based upon the total dollar amount of all eligible inforce or new sales insurance premiums or number of policies that the broker had inforce with Unum in the prior calendar year. Supplemental Commissions may be calculated differently for other insurance products. The premium you pay is not impacted whether or not your broker receives Supplemental Commissions.

If you would like additional information about the range of compensation programs our company offers for your group insurance policy or any other Unum insurance product, you can find more details at www.unum.com. Should you have other questions not addressed by the website, including the Supplemental Commission percentage applicable to your broker, or if you want to speak to us directly about broker compensation, please call 1-800-ASK-UNUM (1-800-275-8686).

Internet Service Solutions

As your benefits partner, we understand the complexities of benefits management and the increasing demands on your time. To meet your needs, we're creating online solutions that help you with day-to-day plan administration and ongoing benefits management.

As a feature of your group benefits plan, our secure Internet Services give you access to tools that allow registered users to:

- Access Coverage information
- View and update billing data
- Process employee changes
- Pay premium and check billing history
- Assist employees with filing a claim

A unique feature allows you to customize access to the site, giving different people in your company access only to the tools or information they need.

The secure Employer Internet Services website is available 24 hours a day, seven days a week. The website is supported by our Internet Service Center, with service experts available to assist you from 8 a.m. to 5 p.m. Eastern Time.

Administration & Billing

- Easy access to your Group Insurance Policy
- Electronic employee certificate booklets
- Helpful plan administration guides
- Billing services available by billing account, allowing you to create a unique billing profile for each area within your company, including:
  - Flexible options for online list bill or self-accounting premium statement. Customers electing a list bill can update employee information, change coverage options, adjust salary information and more.
  - E-mail notification for immediate access to new premium statements
- Convenient payment options
- Timely status reports on employee applications submitted for medical underwriting
- Simplified data transfer of multiple employee data files

Claims

Fast and easy access to the information you need to assist your employees with a Unum claim, including frequently asked questions regarding the claims process, information on how to complete a claim form, and convenient access to a directory of online claim forms.

Forms

Application and enrollment forms, marketing materials and requests for customer service are ready to be completed, downloaded or printed at your convenience.

Resource Center

Timely reference material and work tools including:

- **HR Guidebooks** to help you navigate the complexities of FMLA, ADA, ERISA, HIPAA and Mergers & Acquisitions
- **Employee service tools** to inform your workforce about assistance services included with Unum coverages
- **Unum news** to provide the latest on our products and services

Workplace Productivity

Unum partners with you to build stronger employee benefits programs that help you maintain productivity in the workplace. We provide you with information and tools on:

- **Employee assistance services**
  -Information on valuable employee assistance services that are designed to support your employees during life's everyday challenges

- **About our products & services**
  -Integrated benefit solutions that address specific corporate needs for cost control, risk management and productivity

- **Absence management**
  -**Employee absence and your bottom line** – Unum research on the impact of disability on your employee medical costs
  -**Corporate Return-to-Work Program Development**
    - Resources to help you plan better for employee lost time, return employees to work and control the cost of lost time

For more information, contact your Unum service representative, visit www.unum.com/employers, **or call our Internet Service Center (1-877-225-2712, option 2)**

J Brad Hoard

From: Jamaal.Forman@sunlife.com
Sent: Friday, July 08, 2016 2:50 PM
To: jbhoard@usebsg.com
Cc: Joe.Oberle@sunlife.com
Subject: Sun Life DTQ - Franklin County School District

Mr. Hoard,

Thank you for contacting Sun Life about your group: Franklin County School District

Unfortunately, after careful review, we are not able to provide you with a quote for the following coverage due to uncompetitive rates and plan design restrictions,

Furthermore, we would be glad to re-evaluate the coverage we were unable to quote if any of the specifications change.

We appreciate the opportunity to quote this group and please feel free to contact Joe Oberle or me with any questions you may have.

Sincerely,
Jamaal Forman | Employee Benefits Internal Sales Representative | **Sun Life Financial**
Work: (781) 446-1909 | Jamaal.Forman@sunlife.com
One Sun Life Executive Park, Sun Code 4399, Wellesley Hills, MA 02481

Wake up to the benefit of benefits - sunlife.com/wakeup
Join **Sun Life Financial** on Facebook, LinkedIn, Twitter and YouTube.

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PAEC
Panhandle Area
Educational Consortium

A G R E E M E N T

PANHANDLE AREA EDUCATIONAL CONSORTIUM RISK MANAGEMENT CONSORTIUM

THIS AGREEMENT is entered into by and among the several **DISTRICT SCHOOL BOARDS** as indicated by the signatures and dates affixed hereto.

- W I T N E S S E T H -

WHEREAS, the DISTRICT SCHOOL BOARDS, hereinafter referred to as the **BOARD** or **BOARDS**, desire to continue together in cooperative effort as participants in a coordinated risk management program for protection against all risks to which the school districts are exposed as well as needed services for group employee benefits upon request and approval of member districts which are all under the auspices of the Panhandle Area Educational Consortium, Regional Consortium Service Organization (F.S. 1001.451), hereafter referred to as PAEC; and

WHEREAS, the **BOARDS** desire that protection provided by the program be consistent with the terms and coverage outlined in the excess insurance policies; and

WHEREAS, the **BOARDS** desire that all participants have equal rights in governance of the program, and have established procedures in accordance with State Board of Education Administrative Rule 6A-1.99 for such assurance; and

WHEREAS, the **BOARDS** have met all state bidding requirements set forth in SBER Section 6A-1.12, and implemented the risk management program on July 1, 1981, to be continued for a three (3) year period and annually thereafter.

NOW, THEREFORE, it is hereby understood and agreed as follows:

1. **ALL BOARDS** which are parties to this **AGREEMENT** shall be **MEMBERS** of and **PARTICIPANTS** in the **PANHANDLE AREA EDUCATIONAL CONSORTIUM RISK MANAGEMENT CONSORTIUM**, hereinafter referred to as the CONSORTIUM, the purpose of which is to develop, implement and administer a multi-district cooperative Risk Management Program.

2. Membership in the **CONSORTIUM** shall be on an annual option renewal. Participating **MEMBERS** shall provide a forty –five (45) day notice of intent to withdraw from the program and shall subsequently withdraw on the anniversary date of the program. Any **MEMBERS** withdrawing from the program forfeit all rights to interest earnings, surplus funds and other assets. In the event withdrawing **MEMBERS** breach the notice provision, the **CONSORTIUM** retains right to sue for all legally cognizable damages.

3. The **CONSORTIUM** shall be terminated by the mutual agreement of a majority of the **MEMBERS** of the **CONSORTIUM**, subject to the fulfillment of any incurred contractual obligations. Any surplus funds or other assets shall be returned to the **MEMBERS** in proportion of the contributions made by the **MEMBERS** who are participating at the time of termination.

4. A **PAEC RISK MANAGEMENT BOARD OF DIRECTORS,** comprised of the Superintendents of the **MEMBER DISTRICTS** acting in their capacities as the corporate secretaries and executive officers for and on behalf of their respective **BOARDS**, shall formulate policies and procedures for administering the **CONSORTIUM** Risk Management Program. The **BOARD OF DIRECTORS** shall provide overall supervision of the administration of the Risk Management Program.

5. The **BOARD OF DIRECTORS** shall appoint a **RISK MANAGEMENT ADVISORY COMMITTEE** consisting of one (1) voting member per district representing the **MEMBER DISTRICTS** of the **CONSORTIUM**, and the Executive Director and Risk Manager, as non-voting members, representing the **CONSORTIUM** Administrative Staff, to advise the **BOARD OF DIRECTORS** on the Administration of the Risk Management Program. Membership on the **COMMITTEE** shall be for two (2) year renewable terms.

6. The **RISK MANAGEMENT PROGRAM** shall provide:

   A. Risk Management services to include general administration of risk management activities, consultant services, staff assistance, inspections and investigations as appropriate, reporting and data analysis.

   B. Protection against losses incurred by individual **BOARDS**, as per the terms and coverages outlined in the excess insurance policies. Coverage is provided for all tangible property, tort liability (including school board liability), contractual liability, vehicle liability, workers compensation, monies and securities and employee fidelity bonding.

   C. Claims services, by contract through a claims servicing company, to include investigating and resolving claims, both casualty and property, loss prevention services, collecting and analyzing experience data, and distributing periodic reports of claims activities. The claims servicing company shall be certified by the Florida Department of Insurance in compliance with Chapter 83-203, Laws of Florida, and fully authorized in the State of Florida to serve self-insurers for Workers' Compensation under the provisions of Rule 5.06, Florida Administrative Code.

   D. Evaluation of results achieved through quarterly summarization reports to the **BOARD OF DIRECTORS** and annual analysis reports to the respective **MEMBER BOARDS**. These reports will be prepared by the **RISK MANAGER** working cooperatively with the **FISCAL AGENT** and claims servicing company and presented to the **EXECUTIVE DIRECTOR** for dissemination to the **BOARD OF DIRECTORS** and **MEMBER BOARDS**.

   E. A Group Health Employee Benefits Program in which Consortium members may elect to participate; such participation arranged through a contract for services.

7. **WASHINGTON COUNTY SCHOOL BOARD**, 652 N. Third Street, Chipley, Florida, 32428, is designated as **FISCAL AGENT** for the **CONSORTIUM**. The **FISCAL AGENT** shall receive, disburse, and administer all monies due to, or payable from the **RISK MANAGEMENT PROGRAM** in accordance with the policies and procedures adopted by the **BOARD OF DIRECTORS**. Administrative functions shall include contracting for goods and services required by the **CONSORTIUM**, purchasing, payment of retained losses, collection of fees and other fiscal matters specifically related to the **RISK MANAGEMENT PROGRAM**. The **FISCAL AGENT** shall be reimbursed for expenses incurred

from the **RISK MANAGEMENT PROGRAM** not to exceed the negotiated amount included in the approved Operating Budget and contributed (per approved allocation) as a part of the **PAEC FISCAL AGENT ANNUAL AGREEMENT**.

8. The **PAEC EXECUTIVE DIRECTOR** shall administer all aspects of the **RISK MANAGEMENT PROGRAM**. A **RISK MANAGER** and appropriate staff shall be employed to manage the **RISK MANAGEMENT PROGRAM** in accordance with the policies and procedures adopted by the **BOARD OF DIRECTORS**. The **ADMINISTRATIVE OFFICE** for the **RISK MANAGEMENT PROGRAM** shall be located at Panhandle Area Educational Consortium, 753 West Boulevard, Chipley, Florida, 32428. For purposes of personnel administration, the staff shall be employees of the district acting as the **FISCAL AGENT** for the **CONSORTIUM**.

9. The annual cost of the **RISK MANAGEMENT PROGRAM** shall be prorated among the **MEMBERS** of the **CONSORTIUM** according to the procedures adopted by the **BOARD OF DIRECTORS**. Annual assessments shall be fixed and not subject to change during the fiscal year. **MEMBERS** shall remit their share of the annual costs to the **FISCAL AGENT** upon implementation or renewal date each year.

10. The **RISK MANAGEMENT PROGRAM** is a self-insured program that is funded solely by the assessments of its member districts. Any deficits in funding will be prorated among the districts according to the same formula that determines the annual assessments.

11. The **IMPLEMENTATION DATE** for coverage under the **RISK MANAGEMENT PROGRAM** was July 1, 1981, with **RENEWAL DATES** of July 1 of each year thereafter.

12. This **AGREEMENT** shall be governed by and construed, implemented and enforced in accordance with the laws of the State of Florida.

13. The **AGREEMENT** authorizes PAEC Gateway to release information to PAEC Risk Management and Johns Eastern for the purpose of maintaining a database for the Worker's Compensation Program. This information includes employees' names, home addresses, home phone numbers, social security numbers, dates of birth, dates of hire and rates of pay. This information is not to be used for any other purpose.

This **AGREEMENT** is made and entered into on this the _____ day of _____, 2016, as attested by the signatures affixed hereto.

SCHOOL BOARD OF WASHINGTON COUNTY

BY: _____
Milton Brown, School Board Chairman

Attested: _____
Herbert J. Taylor, Superintendent

Attested: _____
John Selover, Executive Director
Panhandle Area Educational Consortium

SCHOOL BOARD OF FRANKLIN COUNTY

BY: _____
Pam Shiver, School Board Chairman

Attested: _____
Nina Marks, Superintendent

Panhandle Area Educational Consortium
Contract Agreement

THIS CONTRACT is entered into by and between the Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractee", and TSA Consulting, 15 Yacht Club Drive NE, Ft. Walton Florida 32548 hereinafter called "contractor," entitled RM/PC/Surplus, funded by the Florida Department of Education.

The contract will commence July 1, 2016 and will continue until June 30, 2017. Pat McDaniel will direct the activities of the contract.

The Contractee agrees to compensate contractor for the amount of $5.73 per eligible employee; an estimated amount of $72.10 per month; estimated annual amount of $865.23 for Franklin County. The payment schedule will be a semi-annual payment calculated per district according to TSA schedule for July 1, 2016 - June 30, 2017 (net 30) to be paid upon submission of invoice. 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 Frances Rogers, PAEC, 753 West Boulevard, Chipley, FL 32428. Pat McDaniel shall approve submitted material and invoices before payment is made.

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

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

The services provided through this contract are stipulated as follows:

The contractor, TSA Consulting will:

PAEC Risk Management will pay fees for all PAEC Risk Management member districts who choose this service upon receipt of invoice. Those districts who choose to participate, but are not PAEC Risk Management members, TSA agrees to invoice the district directly.

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

PREAMBLE: The following constitutes a binding "Agreement", effective as of July 1, 2016 between TSA Consulting Group, Inc. a Florida Corporation, (hereinafter referred to as "TSA") whose principal place of business is Ft. Walton Beach, Florida and Franklin County School Board (hereinafter referred to as "Board") and the Panhandle Area Educational Consortium (hereinafter referred to as PAEC).

PURPOSE: Board wishes to retain the services of TSA to advise and to consult with Board on technical matters relative to Board's voluntary retirement programs under Section 403(b) of the Internal Revenue Code ("403(b)") as well as other qualified and non-qualified retirement plans including, but not limited to Internal Revenue Code (IRC) Section 401 (k), 401(a) and 457(b) plans and TSA is willing to provide such services. PAEC agrees to facilitate the delivery of necessary

data or other communications pertinent to the services provided by TSA to the Board for as long as the Board represents a Member District in PAEC. Further, the PAEC agrees to fully fund the cost of these services provided to the Risk Management Member Districts as described in Exhibit C for the first and second contract years.

1. TSA agrees commencing with the effective date of this Agreement, it will, consistent with its other obligations, render to Board such consulting and administration services set forth in Exhibit A, attached and incorporated herein.

2. PAEC and the Board agree that, for the term of this Agreement, they will render to TSA all reasonable information necessary to accomplish services set forth in Exhibit A. PAEC and/or the Board shall provide all information including, yet not limited to, items set forth in Exhibit B, attached and incorporated herein. Transmission of all information from the Board to TSA shall be performed on a timely basis relative to services provided and service dates set forth in this Agreement. .

3. PAEC agrees to remunerate TSA during the first year of this Agreement for such consulting and administration services provided to the PAEC Risk Management Districts at the lump sum rates and methods shown in Exhibit C, attached and herein incorporated by reference. Both PAEC and the Board shall have the option to renew this Agreement for one additional one-year period at the lump sum rates and methods shown in Exhibit C. PAEC Non-Risk Management districts are subject to the same pricing schedule in Exhibit C.

4. TSA shall act as an independent consultant and not as an agent or employee of PAEC or the Board and TSA shall make no representation as an agent or employee of PAEC or the Board. TSA shall furnish evidence of business liability and errors and omissions insurance for the amount of $1,000,000. TSA shall be responsible for all taxes as an independent consultant. TSA shall have no authority to bind the Board or incur other obligations on behalf of PAEC or the Board.

5. TSA agrees to hold in confidence all employee information received from the Board in connection with this Agreement and necessary to complete the scope of services outlined in Exhibit A. TSA shall protect all information received from PAEC and the Board from misuse, espionage, loss or theft. This information will not be transmitted or used for the purpose of solicitation in any form and upon request, all information held by TSA will be returned to PAEC or the Board.

6. TSA warrants that it is under no obligation to any other entity that in any way conflicts with this Agreement and that it is free to enter into this Agreement.

7. This Agreement and all extensions and modifications hereof and all questions relating to its validity and interpretation, performance and enforcement shall be governed by and construed in conformance with the laws of the State of Florida, unless preempted by federal law.

8. All parties agree that proper venue for any lawsuit arising out of this Agreement shall be in Washington County, Florida.

9. TSA agrees that it will indemnify and hold harmless PAEC and the Board, individual members of the Board, its representatives and employees, from any claim, demand or suit which may arise from, be connected with, or be made due to the negligence or failure to satisfy the requirements of this Agreement. This indemnification shall include all related costs, including but not limited to, attorney's fees, consultant fees, fees for other professional service providers, as well as court costs, fines, penalties or other similar charges against PAEC or the Board, provided that the PAEC or the

Board notifies TSA, in writing, after receipt of such claim or demand. Notwithstanding the preceding, this indemnification shall not cover any claim or demand based on erroneous information provided by PAEC or the Board, its employees or other representatives.

10. This Agreement may be modified, amended or terminated by any party upon 60 days written notice to the other parties, provided that no such modification, amendment or termination shall affect the liability of either party incurred prior to such event. Any amendment or termination shall include, but not be limited to 60 days notice prior to the end of any fiscal year. Continuation of this contract is subject to continued sufficient State of Florida appropriations.

11. This Agreement may be executed in any number of counterparts, each of which, including any reliable copies or facsimiles thereof, will be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

12. If any provision of this agreement shall be held or declared to be illegal, invalid or unenforceable, such illegal, invalid or unenforceable provisions shall not affect any other provision of this agreement, and the remainder of this agreement shall continue in full force and effect as though such provisions had not been contained in this agreement. If the scope of any provision in this agreement is found to be too broad to permit enforcement of such provision to its fullest extent, the parties consent to judicial modification of such provision and enforcement to the maximum extent permitted by law.

EXHIBIT A

In accordance with the Agreement between PAEC, Franklin County School District and TSA, the following services will be provided by TSA:

1. Maximum Allowable Contribution (MAC) calculations will be delivered to the Board at least twice annually for all employees eligible to participate in the employer's authorized 401(a), 401(k), 403(b) and 457(b) plans. These calculations shall include limits applicable to 401(a), 403(b) and 457(b) plans under Sections 401(a), 403(b), 402(g) and 415 and 457(b) of the Internal Revenue Code. Such calculations shall be performed in accordance with accepted standards and subject to the prevailing Internal Revenue Codes and Regulations at that time. MAC's will be based on information obtained from the Board and/or the employee and any statement or guarantee of accuracy by TSA will be contingent on the accuracy of the information delivered by the Board and/or the employee.

2. TSA shall provide an annual review and audit of the previous year's contributions for all employees. TSA shall notify the Board of all non-compliant contributions and provide the necessary data to facilitate notification to employees affected and completion of correction procedures as required by current Revenue Procedures.

3. A master file will be maintained by TSA for use by the employer to reference all MAC calculations for employees during the term of this Agreement. The master file will be provided to the Board in electronic and hard copy format with the same frequency as MAC calculations are provided, unless otherwise agreed to in writing by both parties.

4. Employee handbooks will be delivered to the Board once annually in sufficient quantities for all eligible employees. The employee awareness and educational materials shall be generic in content regarding 401(a), 401(k), 403(b) and 457(b) requirements, and will also address the mutually agreed to specific policies and procedures of the Board relative to the existing 401(a), 401(k), 403(b) and

457(b) programs. Handbooks will be revised annually to facilitate changes in 401(a), 401 (k), 403(b) and 457(b) rules or changes in the Boards policies and procedures.

5. Video presentations will be produced, distributed and available via online stream by TSA once annually. Video presentations shall be generic and topical in nature concerning the 403 (b) and/or 457 (b) programs.

6. Web pages specific to PAEC and/or the Board will be made available and will be maintained by TSA for information on their retirement plans.

7. A basic 401(a), 401(k), 403(b) and 457(b) compliance report on existing Board policies and procedures shall be provided by TSA. Additionally, TSA will assist the Board in reviewing vendor practices (to the extent such information is available) to determine appropriate compliance standards with regard to employee accounts. Upon request, a comprehensive report, reviewing and analyzing Board practices with respect to the legal requirements applicable to these programs, prepared by legal counsel specializing in 401(a), 401(k), 403(b), 457(b) plans and employee benefits, is available at an additional charge to be mutually agreed upon. This report shall include a detailed analysis of policies and procedures including individual vendor information with regard to compliance.

8. TSA shall provide ongoing administrative support to the Board, including, but not limited to, the development of appropriate policies and/or procedures regarding all employee retirement programs. Such administrative support includes research and development of any new programs and/or vendors that may be regarded as beneficial to the Board and the employees of the Board.

9. TSA expressly agrees to cooperate with and offer assistance to PAEC and the Board in the event of any audit of the401(a),401(k),403(b)or457(b) plans by the IRS.

EXHIBIT B

In accordance with the Agreement PAEC and/or the Board will provide the following information and services to TSA:

1. All available data necessary to complete the services provided by TSA as outlined in Exhibit A. Such data shall include, yet not be limited to, Board policies and procedures regarding all qualified plans offered by the Board, participating vendor information, employee data pertinent to MAC calculations to the extent possible for current and prior years service, and all additional information deemed necessary to complete the scope of work as defined by the Agreement. Data required for MAC calculations shall be supplied electronically by the Board in a format mutually agreed upon by both parties to the Agreement.

2. Distribution of all employee and worksite materials on a timely basis. Materials to be distributed shall include, yet not be limited to, requests for additional employee information pertinent to the scope of this Agreement, employee MAC calculations including the retrieval of delivery receipts, employee handbooks and worksite videos.

3. All other appropriate, commonly accepted, efforts necessary to develop and maintain compliance with existing or amended Internal Revenue Codes regarding 40 I(a), 40 I(k),403(b) and 457(b) plans offered by the Board.

4. The Board shall require all 401(a), 401(k), 403(b) and 457(b) vendors to cooperate with TSA by

providing any information needed to complete the terms of this Agreement.

5. The Board shall instruct staff to cooperate fully with TSA regarding the compliance review and in obtaining all necessary information for TSA to complete the duties described in this Agreement. Both PAEC and the Board realize that any delay in providing data and information to TSA may impede completion of services as described in this Agreement.

EXHIBIT C

BASIS OF REMUNERATION: Compensation for services provided by TSA subject to the Agreement shall be paid upon submission of an invoice every 6 months (December 1, 2016 & June 1, 2017).
1. July 1, 2016 - June 30, 2017 $5.73 fee, estimated to be $72.10 per month with and estimated annually cost of $865.23 for Franklin County, shall be for the following services:
TSA will advise and consult with Board on technical matters relative to Board's voluntary retirement programs under Section 403(b) of the Internal Revenue Code ("403(b)") as well as other qualified and non-qualified retirement plans including, but not limited to Internal Revenue Code (IRC) Section 401 (k), 401(a) and 457(b) plans.

2. Subsequent Renewals -Annually beginning July 1, 2016 (Net 30):
Terms of subsequent renewals to be determined.

Total amount to be invoiced may vary from estimated amounts above. Actual amounts invoiced will be based on actual number of employees as of January 1, 2016.

Fees described above are based on total number of employees for this employer. Rates for larger or smaller groups may vary according to current published rate schedules established by TSA.

PAEC MEMBER DISTRICTS

Calhoun, FSU School, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, Washington

PAEC RISK MANAGEMENT MEMBER DISTRICTS

Calhoun, Franklin, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Wakulla, Walton, Washington

This contract is subject to 2 CFR 200 Code of Federal Regulations

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 2 CFR Appendix II to Part 200, Section (H), "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/Contractor's risk assuming full responsibility for completion of services stipulated. The contractor is the party providing the services; the contractee is the party receiving the

services and providing the payment for the services.

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

287.058 -

(1) a. A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper preaudit and postaudit thereof.

c. A provision allowing unilateral cancellation by the agency for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Art. I of the State Constitution and s. 119.07(1).

(2) The agency head and the contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -

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

216.347 -

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

215.422 -

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

1012.465-

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

This Contract is also subject to the Federal Code of Regulations 2 CFR 200.326 provisions for procurement - Contract Administration described in 2 CFR 200.326 Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

a. All records supporting project activities and the expenditure of funds must be maintained for a minimum of three years after the final payments and all other pending matters are closed.

b. Access will be allowed by the grantee, the subgrantee, the Federal Grantor Agency, the Comptroller General of the United States or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

c. The contractor understands that grantee will give the contractor thirty (30) days to take corrective action should it be determined that there is a violation of the contract. If corrective action is not taken by the contractor, funding will be withheld or revoked.

d. For a contract in excess of $10,000, the contractor understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in the grantee funding allocations. The contractor understands and agrees that if either party desires to change, modify, or terminate this Agreement, the proposed changes shall be negotiated and shall be written documents executed by both parties.

Audit Requirements

A. If the contractor is a non-Federal entity that, during the effective period of this contract, expends $750,000 or more in a year in Federal awards, the contractor shall have an audit conducted for that year in accordance with 2 CFR 200.501 or in accordance with other applicable Federal regulations if excluded from coverage under 2 CFR 200.501.

B. A contractor who is required to have an audit conducted in accordance with the provisions of 2 CFR 200.501, shall submit to PAEC a copy of the Reporting Package (as defined in the circular) when the schedule of findings and questioned costs disclose audit findings relating to this contract

or when the summary schedule of prior audit findings reports the status of any audit findings relating to this contract.

C. When the contractor is not required to submit the Reporting Package pursuant to Paragraph B above, the contractor shall submit to PAEC written notification that:

1. An audit of the contractor was conducted in accordance with 2 CFR 200.501, including timely filing;
2. The schedule of findings and questioned costs disclosed no audit findings relating to any Federal award that PAEC provided;
3. The summary schedule of prior audit findings did not report on the status of any audit findings relating to any Federal award that PAEC provided;
4. No material issues of non-compliance were reported; and
5. No reportable conditions related to internal controls were reported.

D. A contractor excluded from coverage under 2 CFR 200.501 and audited in accordance with other applicable Federal regulations, shall submit to PAEC a copy of all audit reports disclosing findings or questioned costs related to this contract or any Federal award that PAEC provided.

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

The address to which the foregoing shall be submitted is

PAEC
ATTN: John T. Selover
753 West Blvd.
Chipley, FL 32428

Non-discrimination

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

Force Majeure

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

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

Contractee

Herbert J. Taylor, Superintendent
Washington County School Board

Date

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date

59-6000898
Federal ID#

WCSB Date: June 13, 2016

Contractor

Janet Williamson, Chief Operations Officer
TSA Consulting

Date

59-3451677
Federal ID #

17-071

Nina M. Marks

Nina Marks, Superintendent
Franklin County School Board

7/11/16

Date

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Nina M. Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: July 11, 2016

RE: Extended school year employee recommendations

It is my recommendation that the following staff be approved for summer employment as described.

Deborah Dunfee

Transportation
Patricia Hollenbeck - STEM field trip
Maddie Norris substitute

Summer Food Workers
Stacy Cummings
LaToya Fennell
April Russell
Stephanie Sanders
Jeanette Spann

District 1 George Thompson Vice Chair
District 2 Pam Marshall
District 3 Teresa Ann Martin
District 4 Stacy Kirvin
District 5 Pam Shiver Chair

An Equal Opportunity Employer
www.franklincountyschool.org

FRANKLIN COUNTY SCHOOL DISTRICT
REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Polous (LAST) Kathy (FIRST) (M.I.)

JOB TITLE: Food Service Worker

- ☐ Instructional
- ☑ Non-Instructional
- ☐ New Position
- ☑ Replacement
- ☑ Salary
- ☐ Hourly
- ☑ Full-Time
- ☐ Part-Time

Start Date: 07/19/2016 **Placement Level:** NFS 00 **Starting Salary:** $ 14,265

ALL NEW HIRES WILL START AT STEP 0 PENDING VERIFICATION OF EXPERIENCE

Comments:

SUPERVISOR SIGNATURE: Terry Hilton — 6-30-16 (DATE)

RECOMMENDED: Shanna Venable (FINANCE DIRECTOR) — 7/11/16 (DATE)

RECOMMENDED: Karen D. Peddes (HUMAN RESOURCE DIRECTOR) — 6/30/16 (DATE)

RECOMMENDED: Nina M. Marks (SUPERINTENDENT) — 7/11/16 (DATE)

Pre-Employment Procedures: All new employees MUST satisfactorily complete and submit all personnel and payroll requirements, which specifically include the following:

- ► **Verification of Eligibility**
- ► **Fingerprinting & Background Screening**
- ► **Drug Screening**

Form: Request to Hire-2015-16
Revised-02/12/16

Received By District Front Office 10am left message

MAY 31 2016

Franklin County School District
Administrative Offices
85 School Road, Suite One
Eastpoint, Florida 32328

Nina M. Marks
Superintendent

Instructional _____
Non-Instructional AC

Initials: _____

Prospective employees will receive consideration without discrimination because of race, creed, color, age, sex, national origin, handicap or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name	First	Middle	Date
Polous	Kathy	Renee	4-29-16

[redacted]

Position Desired	[redacted]	E-Mail Address
Full time Cafeteria		

Are you legally eligible for employment in the United States? yes	When will you be available to begin work? A.S.A.P.

Other special training or skills (languages, machine operation, etc.)
Serve Safe centified

Certification # _____ State _____	Any previous employment with FCSB? yes currently
Have you applied? _____ Date _____	If yes, Years? 2010 - 2016 Position Sub
ESOL Endorsed? Yes ☐ No ☐	
Reading Endorsed? Yes ☐ No ☐	Supervisor April Dalton

EDUCATION

	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? DATE _____	DEGREE OR DIPLOMA
	*COLLEGE					
	HIGH	mowat middle. Shaw Alternative	7th 8, 9, 10th → 7-10th			
	OTHER	Continental Academy			Oct 2005	Diploma

**All Teachers and Substitute Teachers must supply official transcripts to verify degree BEFORE they receive payment for years of college.*

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS
(exclude those which may disclose your race, color, religion, or national origin)

MILITARY

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	BRANCH OF SERVICE
Describe your duties and any special training.	Period of Active Duty(Month & Year) From _____ To _____
N/A	Rank at Discharge
	Date of Final Discharge

Please attach photo to application for identification purposes – SBE Rule 6A-4.0012(b), F.S. 231.17(1)(f), 231.47 requires fingerprint clearance for all instructional and substitute teachers; Board action 7-15-1985 requires fingerprint clearance for all employees.
Three Letter of Reference Must be Included with Application.

EMPLOYMENT

We may contact employers listed below unless you indicate – Do Not Contact – and the reason why?

Please give accurate, complete full time and part time employment record. Start with present or most recent employer.

1	Company Name: Franklin County Schools	Telephone ( )
	Address: Hwy 98 Eastpoint FL. 32328	Employed (month and year) From 2013 To 2016
	Name of Supervisor (for reference): April Dalton	Weekly Pay Start 10.86 hr Last ____
	State Job Title and Describe your work: Sub- cook Cafeteria	Reason for Leaving

2	Company Name: City of Apalacicola	Telephone ( ) 850-653-9319
	Address: Apalachicola.	Employed (month and year) From 2011 To 2012
	Name of Supervisor (for reference): Cindy Summerhill	Weekly Pay Start $300.00 Last $300.00
	State Job Title and Describe your work: work-force- Answerphone -file papers	Reason for Leaving: Job ran out

3	Company Name: Apalachicola Chamber of Commerce.	Telephone ( ) 850-653-9419
	Address: Hwy 98	Employed (month and year) From 2010 To 2011
	Name of Supervisor (for reference): Anita Grove	Weekly Pay Start $300.00 Last $300.00
	State Job Title and Describe your work: work force-tourist info-mailing Broc.	Reason for Leaving: Job ran out

Personal Information: Of the employers listed above how many years of experience do you have in education (that can be used for this employment) 4 years? Total number of years you will be claiming in the Franklin County School System. four

ANSWER QUESTION IF BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability. Attach additional sheets of paper If necessary to answer questions completely.

☒ Provide dates you attended school

Elementary	High School	College	Other (Give name and dates)
From K To 6th	From 7th To 10th	From ____ To ____	From 2005 To 2005
			Continental Accademy.

☐ Sex Male ____ Female ✓

☐ How long at present address? 33 years

☐ How long at previous address? ____ years

☒ What is your previous address?

☒ Are you over 18 years of age? Yes ✓ No ____ If not, employment is subject to verification of minimum legal age.

☒ Have you ever been bonded? Yes ____ No ✓ If yes, with what employers?

☒ Have you been convicted of a crime in the past 10 years? Yes ____ No ✓ If yes, describe in full (attach sheet of paper)

☒ Have you ever been committed to a mental institution? Yes ____ No ✓ If yes, explain (attach sheet of paper)

☒ State names of relatives and friends working for us other than your spouse.

☒ Instructional Applicants: The following questions to be answered in own handwriting on attached sheet.

- What elements do you perceive as fundamental to the educational process?
- What are your opinions as it relates to classroom behavior?

ATTIRMATIVE ACTION SURVEY: This data is for analysis and affirmative action only. Submission of information about handicap is voluntary. Check one of the following. White ✓ Black ____ Hispanic ____ American Indian ____ Asian ____

Check if any of the follow is applicable. Vietnam Era Veteran ____ Disabled Veteran ____ Handicapped Individual ____

SIGNATURE

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Katy R. Polous. — Signature

5-31-16 — Date

FOR EMPLOYER'S USE ONLY

REFERENCE CHECK	EMPLOYER	PERSON CONTACTED	RESULTS
	1	Sherry Ard (sheet Attached)	
	2		
	3		
	4		
	5		

TEST RESULTS	TESTS ADMINISTERED	RAW SCORE	RATING	ANALYSIS AND COMMENTS

INTERVIEWER RESULTS	INTERVIEWER NAME AND COMMENTS

Personnel Information Only_____ Additional Comments_____

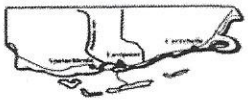
School Assigned_____ _____

Date of Employment_____ _____

Total Years of Experience_____ _____

Adopted FCSB 1/88

The School Board offers several 403(b) plans. All employees are eligible to participate. New employees wishing to enroll should contact the payroll department



Working Together – Making a Difference

Nina M. Marks
Superintendent

Franklin County School District
Administrative Offices
85 School Road, Eastpoint, Florida 32328
Phone (850) 670-2810 Fax (850) 670-8579
www.franklincountyschools.org
SUBSTANCE ABUSE AND FINGERPRINT POLICY

PRE EMPLOYMENT **SEPARATE APPLICATION FOR EACH POSITION**

Effective January 4, 1990, the Franklin County School Board adopted the following policy with regard to use, possession or sale of drugs and alcohol:

A. **OBJECT OF POLICY**

To prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance, the Franklin County School Board will require pre-employment screening examinations.

Persons who are to be recommended for employment and applicants who wish to substitute in a teaching, school food service, or custodial positio is required to comply with the following:

1) Complete an application, indicating the position desired, (teachers must include subject area), attach three (3) letters of reference, documentation of education, transcripts or any other certification indicated on your application and present to the Personnel Office.
2) Obtain a money order in the amount of $35.00 to the order of Franklin County Schools and exchange it at the School District Office for a drug screening form. You will present this form to Quest Diagnostics in Port St. Joe, Florida; tests results will be forwarded to the Personnel Office.
3) When negative drug results are received, you will be contacted to have your fingerprints processed at the School District Office by the Automated Fingerprint-based Applicant Processing System. The Fingerprinting Fee Is $52.75, payable in advance with either Visa/Mastercard or money order made payable to **Cogent Systems**. You may make payment by Internet: http://www.cogentid.com or by calling 866-365-6767. **No other form of payment will be accepted**.
4) When approved by the School Board you may begin employment. The school will contact you if you are approved to substitute.

The Franklin County School Board will not discriminate against applicants for employment because of past use of either drugs or alcohol; it is the current use of drugs or abuse of alcohol which prevents employees from properly performing their job that the Board will not tolerate. By signing it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Conformation Test supports the initial positive findings, these findings will be reviewed with the applicant and employment will be denied.

****

I DO HEREBY AGREE TO COMPLY WITH THE FRANKLIN COUNTY SCHOOL BOARD'S PRE-EMPLOYMENT SUBSTANCE ABUSE POLICY. I UNDERSTAND THAT SHOULD I FAIL THE URINALYSIS TEST, I WILL NOT BE RECOMMENDED FOR EMPLOYMENT.

Kathy Polous — Kathy Polous. — 5-31-16

PRINTED NAME OF APPLICANT — SIGNATURE OF APPLICANT — DATE

If interviewed and recommended for employment, instructional & non-instructional test results must be received before School Board approval. All new full-time, part-time, instructional, non-instructional employees must have drug screening and fingerprint clearance at the expense of the employee. Employment is contingent until all results have been received.

NOTE FOR SUBSTITUTES: You will not need to go through this process again, unless otherwise requested. You will need to reapply before the beginning of each school year and be an active substitute each year.

Board Meets First Thursday after First Monday in Each Month

George Thompson District 1 | **Pam Marshall** District 2 | **Teresa Ann Martin** Vice Chair District 3 | **Stacy Kirvin** District 4 | **Pamela Shiver** District 5 Chair

An Equal Opportunity Employer

Veterans are given preference in employment, re-employment, promotion and retention in accordance with Florida Statutes.

SOCIAL SECURITY NUMBERS 6.881*

I. Collection

A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.

B. The District shall collect the social security number of each applicant and employee for the following reasons:

1. Identification and verification;
2. Benefit processing;
3. Data collection;
4. Tax reporting; and
5. Criminal background checks.

C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.

B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S.
LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S.
HISTORY: ADOPTED: 08/05/2010
REVISION DATE(S): _____
FORMERLY: NEW

To Whom It May Concern:

I am writing this letter of recommendation on the behalf of Kathy Polous ,

A Franklin County School Food Service Sub and lifelong resident of the area. I have known Kathy for 20yrs and have worked with her since 2010 in the school food service. Kathy has always been punctual and seems to have strong work ethics in my presence. She has also been a very dedicated parent/grandparent and community member concerning our school. I would speak on her behalf towards any promotion due to her reliance and past work ethic.

Please accept this letter of recommendation for the position of full time school foodservice worker for Kathy Polous .

Thank You,

Sherry Ard

Sherry Ard

Asst. Manager

Franklin County School

Food Service

850-323-0080

CITY OF APALACHICOLA

1 Avenue E * Apalachicola, Florida 32320 * 850-653-9319 * Fax 850-653-2205

March 31, 2016

To Whom It May Concern:

I am very pleased to have this opportunity to offer a recommendation on behalf of Mrs. Kathy Polous. Kathy worked in the Community and Economic Development Office with the City of Apalachicola for about 6 months through the local workforce employment training program during the 2011-2012 time period.

While employed with the City, Kathy's duties were multifaceted and provided a variety of opportunities in the public service sector that will benefit her as she continues to pursue her career within the school system. Her specific assignments included greeting citizens visiting the office, answering the phone, filing, and assisted the staff however needed. Needless to say, public offices provide a variety of topics to address, Kathy handled each situation in a positive and professional manner.

Kathy took direction well and worked very well with the office staff as well as other department employees and there is no doubt that she will continue this trait in any work setting. I have no hesitation in recommending her for any path she may pursue, she would be an asset to any organization that employs her. Please feel free to contact me if I can be of any assistance toward your favorable consideration of Mrs. Kathy Polous.

Sincerely,

Betty Webb
Community and Economic
Development Office
City of Apalachicola

May 4, 2016

To Whom It May Concern:

I am pleased to have this opportunity to give recognition to Kathy Polous. I not only personally know her but have also worked with her. Kathy is a hard worker, dedicated and loyal to any endeavor she undertakes. Kathy is a friendly and well liked person. Kathy will prove that she is an asset to any organization that makes her a part of their team, if given the necessary opportunity to do so.

I am delighted to have the opportunity to acknowledge Kathy. Any favorable consideration given her is appreciated.

Sincerely,

Revena Ramsey

Revena Ramsey

CareerSource GULF COAST

MEMORANDUM

TO: **Kathy Polous**

FROM: **Valentina Webb**

DATE: **05/05/2016**

RE: **Franklin County Schools**

Recommendation letter on behalf
Mrs Kathy Polous

It is a pleasure for me to write a recommendation for Kathy as I believe she is a unique person who deserved more than recognition for her abilities. I have had the pleasure of working with her at the Career Source Gulf Coast in Apalachicola. We placed her with the City of Apalachicola in a Work Experience position to enhanced her office skills and she truly superseded there expectation and we found her to be a loyal person, dependable, respecting the rights of others, and always was willing to grow. Kathy would be an asset to the Franklin County School .

Please do not hesitate to contact me directly if you have any questions.

Valentina Webb
192 Coach Wagoner Blvd
Apalachicola,FL 32320

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

KATHY POLOUS

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

12868483
CERTIFICATE NUMBER

5113
EXAM FORM NUMBER

10/12/2015
DATE OF EXAMINATION

10/12/2020
DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

Sherman Brown
SVP, National Restaurant Association Solutions

ANSI ACCREDITED PROGRAM
American National Standards Institute and the Conference for Food Protection®
#0655

In accordance with Maritime Labour Convention 2006, Resolution ADM N 068-2013 (Regulation 3.2, Standard A3.2).

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This document cannot be reproduced or altered.

14102901 v.1401

Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org

CERTIFICATE OF **TRAINING**

TEAM BUILDING

This certificate is awarded to

KATHY POLOUS

3 HRS



Christy Crump Trainer — *4/06/2016*

Signature — Date

CERTIFICATE OF **TRAINING**

PRODUCT EFFICIENCY

This certificate is awarded to

KATHY POLOUS

3 HRS



Cindy Belcher *Trainer* *1/21/2016*

Signature Date

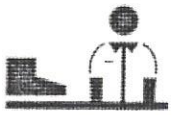
CERTIFICATE OF TRAINING

CUSTOMER SERVICE

This certificate is awarded to

KATHY POLOUS

3 HRS



Kern Hall *Trainer* *9/28/2015*

Signature Date

CERTIFICATE OF **TRAINING**

SERVSAFE

This certificate is awarded to

KATHY POLOUS

8 HRS



Cindy Belcher Trainer — Signature

10/13/2015 — Date

National Food Service Management Institute

The University of Mississippi

This is to certify that

Kathy Polous

has completed the course:

Nutrition 101

NFSMI

Completion Date:

09/23/2013 10:56

Hours of Instruction - 10

Kathryn T. Wilson, PhD, SNS

Dr. Katie Wilson, Executive Director

National Food Service Management Institute

The University of Mississippi

This is to certify that

Kathy Polous

has completed the course:

Serving It Safe

Completion Date:

09/26/2013 04:23

Hours of Instruction: - 12

Kathleen T. Wilson, PhD, SNS

Dr. Katie Wilson, Executive Director

Certificate of completion

This certificate is awarded to

Kathy Polous

Breakfast Meal Pattern 2014

1.50

Franklin County School Food and Nutrition

Robin Tennille — *November 21, 2013*

Signature — Date

Customer Service Training

This certificate is awarded to

Kathy Polous

1 hour training credit

February 18, 2014

Robin Dennilla
Signature

2-18-14
Date

CERTIFICATE OF TRAINING

INVENTORY MANAGEMENT

This certificate is awarded to

KATHY POLOUS

3 HRS



Robin Tennille, Director

Signature

2/3/2015

Date

CERTIFICATE OF TRAINING

CUSTOMER SERVICE

This certificate is awarded to

KATHY POLOUS

3 HRS



Robin Tennille, Director

Signature

2/4/2015

Date

Division of Food, Nutrition and Wellness

Fresh for Florida Kids

Certificate of Completion

4 Hours Continuing Education for
Professional Development in School Food Service

Awarded To:

Kathy Polous

For Successful Completion of

Inventory Management

February 3, 2015

Adam H. Putnam, Commissioner

Florida Department of Agriculture and Consumer Services • Adam H. Putnam, Commissioner

Division of Food, Nutrition and Wellness

Fresh for Florida Kids

Certificate of Completion

4 Hours Continuing Education for
Professional Development in School Food Service

Awarded To:

Kathy Polous

For Successful Completion of

Communications and Customer Service

February 4, 2015

Adam H. Putnam, Commissioner

Florida Department of Agriculture and Consumer Services • Adam H. Putnam, Commissioner

Division of Food, Nutrition and Wellness

Fresh for Florida Kids

Certificate of Completion

4 Hours Continuing Education for
Professional Development in School Food Service

Awarded To:

Kathy Polous

For Successful Completion of

Advanced Customer Interaction

March 5, 2015

Adam H. Putnam, Commissioner

Continental Academy

This Certifies That

Kathy Renee Polous

Has satisfactorily completed a course of Study prescribed for Graduation from this institution and is therefore awarded this

High School Diploma

OFFICIAL SEAL

October 29, 2005

Director of Guidance

Principal

FRANKLIN COUNTY SCHOOL DISTRICT
REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Benjamin (LAST) Rachel (FIRST) V (M.I.)

JOB TITLE: Lead Teacher - Site Director Carrabelle

- ☐ Instructional
- ☐ New Position
- ☐ Salary
- ☐ Full-Time
- ☑ Non-Instructional
- ☑ Replacement
- ☑ Hourly
- ☑ Part-Time

Start Date: 07/19/2016 **Placement Level:** _____ **Starting Salary: $** 20.00/hr

ALL NEW HIRES WILL START AT STEP 0 PENDING VERIFICATION OF EXPERIENCE

Comments:

SUPERVISOR SIGNATURE: Melonie K Lovetta — 6/30/16 DATE

RECOMMENDED: Shanna Verdelle — FINANCE DIRECTOR — 7/11/16 DATE

RECOMMENDED: Karen D Peddie — HUMAN RESOURCE DIRECTOR — 6/30/16 DATE

RECOMMENDED: Nina M. Marks — SUPERINTENDENT — 7/11/16 DATE

Pre-Employment Procedures: All new employees MUST satisfactorily complete and submit all personnel and payroll requirements, which specifically include the following:

- ► **Verification of Eligibility**
- ► **Fingerprinting & Background Screening**
- ► **Drug Screening**

Form: Request to Hire-2015-16
Revised-02/12/16

9am

Franklin County School District
Administrative Offices
85 School Road, Suite One
Eastpoint, Florida 32328

Nina M. Marks
Superintendent

Instructional_____
Non-Instructional_____

Prospective employees will receive consideration without discrimination because of race, creed, color, age, sex, national origin, handicap or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name	First	Middle	Date
Benjamin	Rachel	Verdell	05/25/2016

[redacted]

Position Desired: Carrabelle Nest Lead Teacher Site Director

Are you legally eligible for employment in the United States? Yes

When will you be available to begin work? Now

Other special training or skills (languages, machine operation, etc.)

Certification # _____ State _____

Have you applied? _____ Date _____
ESOL Endorsed? Yes ☐ No ☐
Reading Endorsed? Yes ☐ No ☐

Any previous employment with FCSB? _____

If yes, Years? 7 Position Carrabelle Nest and Health Aid

Supervisor Joy Shiver and Wanda Teat

EDUCATION

	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? DATE	DEGREE OR DIPLOMA
	*COLLEGE	Ashfors University Gulf Coast State Community College	Early Childhood Education			
	HIGH	Carrabelle High			Yes 2002	Diploma
	OTHER					

All Teachers and Substitute Teachers must supply official transcripts to verify degree BEFORE they receive payment for years of college.

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS
(exclude those which may disclose your race, color, religion, or national origin)

MILITARY

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	BRANCH OF SERVICE
Describe your duties and any special training.	Period of Active Duty(Month & Year) From _____ To _____
	Rank at Discharge
	Date of Final Discharge

Please attach photo to application for identification purposes – SBE Rule 6A-4.0012(b), F.S. 231.17(1)(f), 231.47 requires fingerprint clearance for all instructional and substitute teachers; Board action 7-15-1985 requires fingerprint clearance for all employees.
Three Letter of Reference Must be Included with Application.

EMPLOYMENT

We may contact employers listed below unless you indicate – Do Not Contact – and the reason why?

Please give accurate, complete full time and part time employment record. Start with present or most recent employer.

1

Company Name: Carrabelle Nest	Telephone: (850) 697-2177
Address: 1001 Gray Ave Carrabelle Fl 32322	Employed (month and year) From 4-2010 To ____
Name of Supervisor (for reference): Joy Shiver	Weekly Pay Start ____ Last ____
State Job Title and Describe your work: Parent Liaison	Reason for Leaving: Still Working

2

Company Name: Franklin County Schools	Telephone: (850) 670-2800
Address: 1250 HWy 98 Eastpoint Fl 32328	Employed (month and year) From 8-2010 To ____
Name of Supervisor (for reference): Wand Teat	Weekly Pay Start ____ Last ____
State Job Title and Describe your work: School Health Aid	Reason for Leaving: Still Working

3

Company Name: Boys and Girls Club	Telephone: ( )
Address: 1001 Gray Ave Carrabelle	Employed (month and year) From 11-2008 To ____
Name of Supervisor (for reference): Cherry Ranklin	Weekly Pay Start ____ Last 4-2010
State Job Title and Describe your work: Parent Liaison	Reason for Leaving: Grant Ended

Personal Information: Of the employers listed above how many years of experience do you have in education (that can be used for this employment) _____ years? Total number of years you will be claiming in the Franklin County School System. _____

ANSWER QUESTION IF BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability. Attach additional sheets of paper if necessary to answer questions completely.

☒ Provide dates you attended school

Elementary	High School	College	Other (Give name and dates)
From ____ To ____	From ____ To 2002	From 2012 To 2014	From ____ To ____

☐ Sex Male ____ Female ✓

☐ How long at present address? 13 years

☐ How long at previous address? ____ years

☒ What is your previous address?

☒ Are you over 18 years of age? Yes ✓ No ____ If not, employment is subject to verification of minimum legal age.

☒ Have you ever been bonded? Yes ____ No ____ If yes, with what employers?

☒ Have you been convicted of a crime in the past 10 years? Yes ____ No ____ If yes, describe in full (attach sheet of paper)

☒ Have you ever been committed to a mental institution? Yes ____ No ✓ If yes, explain (attach sheet of paper)

☒ State names of relatives and friends working for us other than your spouse.

☒ Instructional Applicants: The following questions to be answered in own handwriting on attached sheet.

- What elements do you perceive as fundamental to the educational process?
- What are your opinions as it relates to classroom behavior?

ATTIRMATIVE ACTION SURVEY: This data is for analysis and affirmative action only. Submission of information about handicap is voluntary. Check one of the following. White ✓ Black ____ Hispanic ____ American Indian ____ Asian ____
Check if any of the follow is applicable. Vietnam Era Veteran ____ Disabled Veteran ____ Handicapped Individual ____

SIGNATURE

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Rachel Benjamin
Signature

05/25/2016
Date

February 25, 2016

It is with my highest recommendation that I write this letter on behalf of Rachel Benjamin as she seeks employment with Franklin County School as a para-professional.

I worked with Rachel for 5 years at our after school program. While working together, Rachel taught the pre-k class and worked with grades 1-5 on homework and learning projects. Rachel worked very well with students of all ages as well as students with varying abilities and needs. She remained consistent and fair when working with her students and pushed students to work hard. Whether it be their homework assignment, test practice, or a fun summer project; she always encouraged them to work to the best of their ability.

Currently, she is working as a health-aide in the kindergarten classroom next door to my classroom. On a daily basis, I see her working one on one with students and in small groups. She is a great manager of time and makes sure that her students remain on task by engaging them in various activities. Rachel is a dependable employee. She is always at work and instills that same work ethic in her students and her daughter at home. She follows through with all tasks given to her by the teachers and extends lessons as she sees students making progress. Rachel is on time, she dresses professionally and conducts herself in a professional manner and has developed positive relationships with other health-aides, para-professionals, teachers, parents, and administration at Franklin County School.

Rachel also works at The Nest after school program for Franklin County School Board. She has been an employee of this program since it opened many years ago. She carries the same level of excellency to this job as she does her job on campus with the kindergarten class. She goes above and beyond to do her part in making the program a success. She has helped plan field trips, learning projects, and parent nights.

It is my belief that Rachel would be the best person for this position as I have worked with her over many years and witnessed her consistency, dependability, and commitment to being the best employee she can be. She is well established in the skills required to be a para-professional and would be willing to learn more as she gains new opportunities with her employment.

Rachel Benjamin is an asset to our schools and would be a superior addition to the support staff here.

Sincerely,

Leigh Smith

Leigh Smith
K-4 ESE Teacher
Franklin County School

February 23, 2016

It is with great pleasure that I recommend Ms. Rachel Benjamin for the position of Para-Professional.

Rachel has worked in my classroom as a Health Aide, off and on, for many years. The students that she has been assigned to take care of, have had varying exceptionalities. She has always adapted her daily schedule to make sure that she was able to take care of any medical or academic situations that may arise in her students daily routine.

Rachel has worked diligently to help each of her children to grow and find confidence in their daily life skills and academics. She has always prided herself in guiding her students to independence within their classrooms, and all other areas of our school facility.

The ultimate goal of a health-aide or a para -professional is to assist children during their daily school routine to stay safe, grow in knowledge and to become independent thinkers and doers. Rachel reaches out to her students and positively enhances their lives by encouraging them constantly to attempt new skills and to take responsibility for their own growth and achievement.

Rachel is personally very responsible. I do not believe that her work ethic has ever been questioned. She is a single parent that takes tremendous pride in her daughters school and extra –curricular activities. And this attitude carries over into her work with children at FCS. She is seldom absent from school. She has always been open to conversations that might offer suggestions and alternatives to her current routine or teaching strategies.

Rachel Benjamin would be a very positive addition to the support staff at Franklin County School.

Sincerely,

Catherine Wood

ESE Teacher

February 25, 2016

I would like to take this opportunity to recommend Ms. Rachel Benjamin for the position of Para-Professional at Franklin County Schools.

Rachel has worked in my classroom for the past two years as a Health Aide. She has always gone above and beyond any expectations set for her. Her willingness to help, not only her assigned students, but all students in our classroom is phenomenal.

Rachel never says no, she is ready, willing, and able to do whatever is asked of her. She assists all students in their work and encourages them to become independent thinkers and workers. The bond that she creates with students is admirable, the students know she is someone that cares for them and wants what is best for them and they also know they can depend on her, if she tells them something, she does it.

Personally speaking, Rachel has been a tremendous asset in my classroom. I have been able to depend on her to be at school and ready to work. She is raising a daughter with the same work ethic that she has, I respect her immensely. The attitude she has and instills in children is contagious; she wants them to do their best and to be their best.

Rachel would most definitely be a positive addition to the staff at Franklin County School.

Sincerely,

Sarah Messer

Sarah Messer

Kindergarten Teacher
Franklin County Schools

FRANKLIN COUNTY SCHOOL DISTRICT
REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Sanders (LAST) Stephanie (FIRST) (M.I.)

JOB TITLE: Food Service Worker

- ☐ Instructional
- ☑ Non-Instructional
- ☐ New Position
- ☑ Replacement
- ☑ Salary
- ☐ Hourly
- ☑ Full-Time
- ☐ Part-Time

Start Date: 07/19/2016 **Placement Level:** NFS00 **Starting Salary: $** 14,265

ALL NEW HIRES WILL START AT STEP 0 PENDING VERIFICATION OF EXPERIENCE

Comments:

SUPERVISOR SIGNATURE: Jerry Hilton — 6-30-16 (DATE)

RECOMMENDED: Shanna Venable (FINANCE DIRECTOR) — 7/11/16 (DATE)

RECOMMENDED: Karen D. Peddrew (HUMAN RESOURCE DIRECTOR) — 6/30/16 (DATE)

RECOMMENDED: Gina M. Marks (SUPERINTENDENT) — 7/11/16 (DATE)

Pre-Employment Procedures: All new employees MUST satisfactorily complete and submit all personnel and payroll requirements, which specifically include the following:

- **Verification of Eligibility**
- **Fingerprinting & Background Screening**
- **Drug Screening**

Form: Request to Hire-2015-16
Revised-02/12/16

9:30

Received By
District Front Office
JUN 03 2016

Franklin County School District
Administrative Offices
85 School Road, Suite One
Eastpoint, Florida 32328

Nina M. Marks
Superintendent

Instructional _____
Non-Instructional _____
Initials: AC

Prospective employees will receive consideration without discrimination because of race, creed, color, age, sex, national origin, handicap or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name Sanders First Ste[redacted] Middle K Date 5-31-16

[redacted]

Position Desired Full time Food Service

Are you legally eligible for employment in the United States? yes

When will you be available to begin work? _____

Other special training or skills (languages, machine operation, etc.) Serv Safe

Certification # Exp 6/30/16 792039 State FL
Exp. 10-12-20 1286484 FL

Have you applied? _____ Date _____

ESOL Endorsed? Yes ☐ No ☒

Reading Endorsed? Yes ☐ No ☒

Any previous employment with FCSB? yes

If yes, Years? 6 Position Food Service

Supervisor April Dalton

EDUCATION

	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? DATE _____	DEGREE OR DIPLOMA
	*COLLEGE	N/A				
	HIGH	Apalachicola High #1 Shark Blvd Apalachicola, FL			yes	Diploma
	OTHER					

All Teachers and Substitute Teachers must supply official transcripts to verify degree BEFORE they receive payment for years of college.

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS
(exclude those which may disclose your race, color, religion, or national origin)

MILITARY

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES

Describe your duties and any special training.

N/A

BRANCH OF SERVICE

Period of Active Duty (Month & Year) From _____ To _____

Rank at Discharge

Date of Final Discharge N/A

Please attach photo to application for identification purposes – SBE Rule 6A-4.0012(b), F.S. 231.17(1)(f), 231.47 requires fingerprint clearance for all instructional and substitute teachers; Board action 7-15-1985 requires fingerprint clearance for all employees.
Three Letter of Reference Must be Included with Application.

EMPLOYMENT

We may contact employers listed below unless you indicate – Do Not Contact – and the reason why?

Please give accurate, complete full time and part time employment record. Start with present or most recent employer.

1

Company Name: Franklin County School Board
Telephone: (850) 670-2800
Address: 81 School Rd. Eastpoint FL 32328
Employed (month and year) From 12/09 To present
Name of Supervisor (for reference): April Dalton
Weekly Pay Start 10.84/hr Last 10.84 hr
State Job Title and Describe your work: Cook, clean, Pan up, Run Register, do Closed Inventary, Count money, ~~Wait~~ on Customers Sale
Reason for Leaving: Still Working

2

Company Name: Resort Vacation Properties
Telephone ( ) 927-2611
Address: 140 W St George Island, FL 32328
Employed (month and year) From 05/14 To 8/14
Name of Supervisor (for reference): Katrina
Weekly Pay Start 12.00 Last ____
State Job Title and Describe your work: Inspecter, Made sure houses were clean
Reason for Leaving: Summer Ended

3

Company Name: Express lane #14
Telephone ( ) 670-8341
Address: 241 Hwy 98 Eastpoint, FL
Employed (month and year) From 05/13 To 10/14
Name of Supervisor (for reference): Cathy
Weekly Pay Start 8.00 Last 8.00
State Job Title and Describe your work: Delie Worker, Cook, Wait on Customer, clean, Put up Stock
Reason for Leaving: Summer ended

Personal Information: Of the employers listed above how many years of experience do you have in education (that can be used for this employment) _____ years? Total number of years you will be claiming in the Franklin County School System. _____

ANSWER QUESTION IF BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability. Attach additional sheets of paper If necessary to answer questions completely.

☒ Provide dates you attended school

Elementary	High School	College	Other (Give name and dates)
From ____ To ____	From ____ To May 1995	From ____ To ____	From ____ To ____

☐ Sex Male ____ Female X

☐ How long at present address? 5 years

☐ How long at previous address? 5 years

☒ What is your previous address? 280 24th Ave Apalachicola

☒ Are you over 18 years of age? Yes — No ____ If not, employment is subject to verification of minimum legal age.

☒ Have you ever been bonded? Yes ____ No — If yes, with what employers?

☒ Have you been convicted of a crime in the past 10 years? Yes ____ No — If yes, describe in full (attach sheet of paper)

☒ Have you ever been committed to a mental institution? Yes ____ No — If yes, explain (attach sheet of paper)

☒ State names of relatives and friends working for us other than your spouse.
Sherry Ard

☒ Instructional Applicants: The following questions to be answered in own handwriting on attached sheet.
- What elements do you perceive as fundamental to the educational process?
- What are your opinions as it relates to classroom behavior? N/A

ATTIRMATIVE ACTION SURVEY: This data is for analysis and affirmative action only. Submission of information about handicap is voluntary. Check one of the following. White ✓ Black ____ Hispanic ____ American Indian ____ Asian ____
Check if any of the follow is applicable. Vietnam Era Veteran ____ Disabled Veteran ____ Handicapped Individual ____

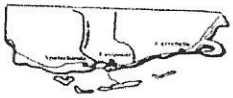
SIGNATURE

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Stephanie K. Sanders
Signature

5-31-16
Date

The School Board offers several 403(b) plans. All employees are eligible to participate. New employees wishing to enroll should contact the payroll department



Working Together –
Making a Difference

Nina M. Marks
Superintendent

Franklin County School District
Administrative Offices
85 School Road, Eastpoint, Florida 32328
Phone (850) 670-2810 Fax (850) 670-8579
www.franklincountyschools.org
SUBSTANCE ABUSE AND FINGERPRINT POLICY

PRE EMPLOYMENT

SEPARATE APPLICATION FOR EACH POSITION

Effective January 4, 1990, the Franklin County School Board adopted the following policy with regard to use, possession or sale of drugs and alcohol:

A. OBJECT OF POLICY

To prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance, the Franklin County School Board will require pre-employment screening examinations.

Persons who are to be recommended for employment and applicants who wish to substitute in a teaching, school food service, or custodial position is required to comply with the following:

1) Complete an application, indicating the position desired, (teachers must include subject area), attach three (3) letters of reference, documentation of education, transcripts or any other certification indicated on your application and present to the Personnel Office.
2) Obtain a money order in the amount of $35.00 to the order of Franklin County Schools and exchange it at the School District Office for a drug screening form. You will present this form to Quest Diagnostics in Port St. Joe, Florida; tests results will be forwarded to the Personnel Office.
3) When negative drug results are received, you will be contacted to have your fingerprints processed at the School District Office by the Automated Fingerprint-based Applicant Processing System. The Fingerprinting Fee Is $52.75, payable in advance with either Visa/Mastercard or money order made payable to **Cogent Systems**. You may make payment by Internet: http://www.cogentid.com or by calling 866-365-6767. **No other form of payment will be accepted.**
4) When approved by the School Board you may begin employment. The school will contact you if you are approved to substitute.

The Franklin County School Board will not discriminate against applicants for employment because of past use of either drugs or alcohol; it is the current use of drugs or abuse of alcohol which prevents employees from properly performing their job that the Board will not tolerate. By signing it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Conformation Test supports the initial positive findings, these findings will be reviewed with the applicant and employment will be denied.

****

I DO HEREBY AGREE TO COMPLY WITH THE FRANKLIN COUNTY SCHOOL BOARD'S PRE-EMPLOYMENT SUBSTANCE ABUSE POLICY. I UNDERSTAND THAT SHOULD I FAIL THE URINALYSIS TEST, I WILL NOT BE RECOMMENDED FOR EMPLOYMENT.

Stephanie K Sanders
PRINTED NAME OF APPLICANT

Stephanie K Sanders 5-31-16
SIGNATURE OF APPLICANT DATE

If interviewed and recommended for employment, instructional & non-instructional test results must be received before School Board approval. All new full-time, part-time, instructional, non-instructional employees must have drug screening and fingerprint clearance at the expense of the employee. Employment is contingent until all results have been received.

NOTE FOR SUBSTITUTES: You will not need to go through this process again, unless otherwise requested. You will need to reapply before the beginning of each school year and be an active substitute each year.

Board Meets First Thursday after First Monday in Each Month

George Thompson, District 1 | Pam Marshall, District 2 | Teresa Ann Martin, Vice Chair District 3 | Stacy Kirvin, District 4 | Pamela Shiver, District 5 Chair

An Equal Opportunity Employer

Veterans are given preference in employment, re-employment, promotion and retention in accordance with Florida Statutes.

FOR EMPLOYER'S USE ONLY

REFERENCE CHECK	EMPLOYER	PERSON CONTACTED	RESULTS
	1		
	2		
	3		
	4		
	5		

TEST RESULTS	TESTS ADMINISTERED	RAW SCORE	RATING	ANALYSIS AND COMMENTS

INTERVIEWER RESULTS	INTERVIEWER NAME AND COMMENTS

Personnel Information Only_____

School Assigned_____

Date of Employment_____

Total Years of Experience_____

Additional Comments_____

Adopted FCSB 1/88

SOCIAL SECURITY NUMBERS 6.881*

I. Collection

A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.

B. The District shall collect the social security number of each applicant and employee for the following reasons:

1. Identification and verification;
2. Benefit processing;
3. Data collection;
4. Tax reporting; and
5. Criminal background checks.

C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.

B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S.
LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S.
HISTORY: ADOPTED: 08/05/2010
REVISION DATE(S): _____
FORMERLY: NEW

ServSafe®

EXAM FORM NO. 10212

CERTIFICATE NO. 7920359

ServSafe® Certification

TO STEPHANIE K SANDERS

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

6/7/2011

DATE OF EXAMINATION

6/7/2016

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

ANSI ACCREDITED PROGRAM American National Standards Institute and the Conference for Food Protection®

#0655

Paul Hineman
Executive Director, National Restaurant Association Solutions

NATIONAL RESTAURANT ASSOCIATION®

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v.1103

ServSafe
National Restaurant Association

ServSafe®
CERTIFICATION

STEPHANIE SANDERS

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

12868484
CERTIFICATE NUMBER

5113
EXAM FORM NUMBER

10/12/2015
DATE OF EXAMINATION

10/12/2020
DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

Sherman Brown
SVP, National Restaurant Association Solutions

ANSI
ACCREDITED PROGRAM
American National Standards Institute and the Conference for Food Protection®
#0655

In accordance with Maritime Labour Convention 2006

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Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL. 60604 or ServSafe@restaurant.org

04/27/2016

To Whom It May Concern

franklin county school board

85 School Road

Eastpoint, Florida 32320

Dear To Whom It May Concern,

I am writing to recommend Stephanie Sanders for full time position .

I have known Stephanie Sanders for most of her life and have nothing but positive things to say. There is no doubt in my mind that Stephanie will be an excellent addition to Franklin County School Board.

Stephanie Sanders is a very hard worker.
She has been working in the food service department for six years as a subsutute

Please do not hesitate on contacting me at or if you have any further questions or requests.

Regards,

Erika Townsend 850-381-5048

, Florida

June 2, 2016

To Whom It May Concern:

I have personally known Stephanie Sanders and worked with her for the last few years.

I know her to be a very hardworking and trustworthy person. She would be an asset to the Franklin County Food Service position.

I would highly recommend her to fill the position available.

Sincerely,

Debbie Abercrombie



Franklin County School Board

To whom it may concern:

I have been working with Stephanie Sanders for almost four years in Foodservice at FCS.

I would like to reccomend her as a full time employee with the school. She never stops working and jumps right in where needed.

My contact # is 850-228-8521, please call me for a reference for Stephanie.

Sincerely,

Debra McClure

FRANKLIN COUNTY SCHOOL DISTRICT
REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Nichols (LAST) Tammy (FIRST) Y (M.I.)

JOB TITLE: Food Service Assistant Manager

- ☐ Instructional
- ☑ Non-Instructional
- ☐ New Position
- ☑ Replacement
- ☑ Salary
- ☐ Hourly
- ☑ Full-Time
- ☐ Part-Time

Start Date: 07/19/2016 **Placement Level:** NFA 00 **Starting Salary: $** 17,017

ALL NEW HIRES WILL START AT STEP 0 PENDING VERIFICATION OF EXPERIENCE

Comments:

SUPERVISOR SIGNATURE: Terry Hilton — 6-30-16 DATE

RECOMMENDED: Shanna Venable — FINANCE DIRECTOR — 7/11/16 DATE

RECOMMENDED: Kara D. Peddie — HUMAN RESOURCE DIRECTOR — 6/30/16 DATE

RECOMMENDED: Nina M. Marks — SUPERINTENDENT — 7/11/16 DATE

Pre-Employment Procedures: All new employees MUST satisfactorily complete and submit all personnel and payroll requirements, which specifically include the following:

- ► **Verification of Eligibility**
- ► **Fingerprinting & Background Screening**
- ► **Drug Screening**

Form: Request to Hire-2015-16
Revised-02/12/16

left message

9:30

Franklin County School District
Administrative Offices
85 School Road, Suite One
Eastpoint, Florida 32328

Nina M. Marks
Superintendent

Instructional_____
Non-Instructional_____

Prospective employees will receive consideration without discrimination because of race, creed, color, age, sex, national origin, handicap or veteran status.

APPLICATION FOR EMPLOYMENT

PERSONAL

Last Name	First	Middle	Date
Nichols	Tammy	Y	6-2-16

[redacted]

Position Desired: Assistat Manager

Are you legally eligible for employment in the United States? Yes

When will you be available to begin work? Now

Other special training or skills (languages, machine operation, etc.)

Certification # ServSafe State Fla

Have you applied?_____ Date_____
ESOL Endorsed? Yes ☐ No ☐
Reading Endorsed? Yes ☐ No ☐

Any previous employment with FCSB? Yes

If yes, Years? Now Position Full Time Woker

Supervisor_____

EDUCATION

	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE? DATE no	DEGREE OR DIPLOMA no
	*COLLEGE					
	HIGH	Carrabella		9th		
	OTHER					

All Teachers and Substitute Teachers must supply official transcripts to verify degree BEFORE they receive payment for years of college.

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS
(exclude those which may disclose your race, color, religion, or national origin)

MILITARY

COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	BRANCH OF SERVICE
Describe your duties and any special training.	Period of Active Duty(Month & Year) From_____ To_____
	Rank at Discharge
	Date of Final Discharge

Please attach photo to application for identification purposes – SBE Rule 6A-4.0012(b), F.S. 231.17(1)(f), 231.47 requires fingerprint clearance for all instructional and substitute teachers; Board action 7-15-1985 requires fingerprint clearance for all employees.
Three Letter of Reference Must be Included with Application.

EMPLOYMENT

We may contact employers listed below unless you indicate – Do Not Contact – and the reason why?

Please give accurate, complete full time and part time employment record. Start with present or most recent employer.

1

Company Name: Franklin County Jail
Telephone: (850) 670-8500
Address: 270 Fl-65, Eastpoint, Fla 32328
Employed (month and year) From 05 To 09
Name of Supervisor (for reference): Dana Rose
Weekly Pay Start 10.89 Last 12.89
State Job Title and Describe your work: Work in Kitchen
Reason for Leaving: No benefits

2

Company Name: Franklin County School
Telephone: ( ) 850 670 2826
Address: Robin Tennille
Employed (month and year) From _____ To _____
Name of Supervisor (for reference): 1250 US-98, Eastpoint Fla 32328
Weekly Pay Start 10.89 Last _____
State Job Title and Describe your work: Cook
Reason for Leaving

3

Company Name: Franklin County School
Telephone: (850) 670 2826
Address: 1250 US-98, Eastpoint Fla 32328
Employed (month and year) From _____ To _____
Name of Supervisor (for reference): Terry Hilton
Weekly Pay Start 10.89 Last _____
State Job Title and Describe your work: Full Time
Reason for Leaving

Personal Information: Of the employers listed above how many years of experience do you have in education (that can be used for this employment) 4 years years? Total number of years you will be claiming in the Franklin County School System. 4 years

ANSWER QUESTION IF BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based on ancestry, marital status or physical or mental handicap or disability. Attach additional sheets of paper If necessary to answer questions completely.

☒ Provide dates you attended school

Elementary	High School	College	Other (Give name and dates)
From K To 6	From 7 To 9th	From NO To NO	From NO To NO

☐ Sex Male _____ Female ✓

☐ How long at present address? 20 years

☐ How long at previous address? 3 years

☒ What is your previous address? 571 Wilderness Road Eastpoint

☒ Are you over 18 years of age? Yes ✓ No _____ If not, employment is subject to verification of minimum legal age.

☒ Have you ever been bonded? Yes _____ No ✓ If yes, with what employers?

☒ Have you been convicted of a crime in the past 10 years? Yes _____ No ✓ If yes, describe in full (attach sheet of paper)

☒ Have you ever been committed to a mental institution? Yes _____ No ✓ If yes, explain (attach sheet of paper)

☒ State names of relatives and friends working for us other than your spouse.
April Walton Bobby Langley

☒ Instructional Applicants: The following questions to be answered in own handwriting on attached sheet.

- What elements do you perceive as fundamental to the educational process?
- What are your opinions as it relates to classroom behavior?

ATTIRMATIVE ACTION SURVEY: This data is for analysis and affirmative action only. Submission of information about handicap is voluntary. Check one of the following. White ✓ Black _____ Hispanic _____ American Indian _____ Asian _____
Check if any of the follow is applicable. Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped Individual _____

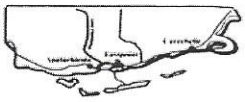
SIGNATURE

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on the application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Tammy Nichols
Signature

6-2-2016
Date

The School Board offers several 403(b) plans. All employees are eligible to participate. New employees wishing to enroll should contact the payroll department



Working Together –
Making a Difference

Nina M. Marks
Superintendent

Franklin County School District
Administrative Offices
85 School Road, Eastpoint, Florida 32328
Phone (850) 670-2810 Fax (850) 670-8579
www.franklincountyschools.org

SUBSTANCE ABUSE AND FINGERPRINT POLICY

PRE EMPLOYMENT — SEPARATE APPLICATION FOR EACH POSITION

Effective January 4, 1990, the Franklin County School Board adopted the following policy with regard to use, possession or sale of drugs and alcohol:

A. OBJECT OF POLICY

To prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance, the Franklin County School Board will require pre-employment screening examinations.

Persons who are to be recommended for employment and applicants who wish to substitute in a teaching, school food service, or custodial positi is required to comply with the following:

1) Complete an application, indicating the position desired, (teachers must include subject area), attach three (3) letters of reference, documentation of education, transcripts or any other certification indicated on your application and present to the Personnel Office.
2) Obtain a money order in the amount of $35.00 to the order of Franklin County Schools and exchange it at the School District Office for a drug screening form. You will present this form to Quest Diagnostics in Port St. Joe, Florida; tests results will be forwarded to the Personnel Office.
3) When negative drug results are received, you will be contacted to have your fingerprints processed at the School District Office by the Automated Fingerprint-based Applicant Processing System. The Fingerprinting Fee Is $52.75, payable in advance with either Visa/Mastercard or money order made payable to **Cogent Systems**. You may make payment by Internet: http://www.cogentid.com or by calling 866-365-6767. **No other form of payment will be accepted**.
4) When approved by the School Board you may begin employment. The school will contact you if you are approved to substitute.

The Franklin County School Board will not discriminate against applicants for employment because of past use of either drugs or alcohol; it is the current use of drugs or abuse of alcohol which prevents employees from properly performing their job that the Board will not tolerate. By signing it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Conformation Test supports the initial positive findings, these findings will be reviewed with the applicant and employment will be denied

****

I DO HEREBY AGREE TO COMPLY WITH THE FRANKLIN COUNTY SCHOOL BOARD'S PRE-EMPLOYMENT SUBSTANCE ABUSE POLICY. I UNDERSTAND THAT SHOULD I FAIL THE URINALYSIS TEST, I WILL NOT BE RECOMMENDED FOR EMPLOYMENT.

Tammy Nichols — Tammy Nichols — 6-2-2016

PRINTED NAME OF APPLICANT — SIGNATURE OF APPLICANT — DATE

If interviewed and recommended for employment, instructional & non-instructional test results must be received before School Board approval. All new full-time, part-time, instructional, non-instructional employees must have drug screening and fingerprint clearance at the expense of the employee. Employment is contingent until all results have been received.

NOTE FOR SUBSTITUTES: You will not need to go through this process again, unless otherwise requested. You will need to reapply before the beginning of each school year and be an active substitute each year.

Board Meets First Thursday after First Monday in Each Month

George Thompson	Pam Marshall	Teresa Ann Martin	Stacy Kirvin	Pamela Shiver
District 1	District 2	Vice Chair District 3	District 4	District 5 Chair

An Equal Opportunity Employer

Veterans are given preference in employment, re-employment, promotion and retention in accordance with Florida Statute:

FOR EMPLOYER'S USE ONLY

REFERENCE CHECK	EMPLOYER	PERSON CONTACTED	RESULTS
	1		
	2		
	3		
	4		
	5		

TEST RESULTS	TESTS ADMINISTERED	RAW SCORE	RATING	ANALYSIS AND COMMENTS

INTERVIEWER RESULTS	INTERVIEWER NAME AND COMMENTS

Personnel Information Only_____ Additional Comments_____

School Assigned_____ _____

Date of Employment_____ _____

Total Years of Experience_____ _____

Adopted FCSB 1/88

SOCIAL SECURITY NUMBERS 6.881*

I. Collection

A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.

B. The District shall collect the social security number of each applicant and employee for the following reasons:

1. Identification and verification;
2. Benefit processing;
3. Data collection;
4. Tax reporting; and
5. Criminal background checks.

C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.

B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1012.23, F.S.**
LAW(S) IMPLEMENTED: **119.071, 1001.43, 1012.23, F.S.**
HISTORY: **ADOPTED: 08/05/2010**
REVISION DATE(S): _____
FORMERLY: NEW

Tammy Nichols

June 5,2016

To Whom It May Concern:

I am recommending Tammy Nichols for the position of Food service Asst. Manager. It is with pleasure that I recommend Tammy with a position of responsibility within any job she applies for. Mrs. Nichols has been a employee of Franklin county food service for several years now. She has established a record of being dependable ,very well organized , demonstrating initiative by recognizing what needs to be done before being ask, and is congenial with administration ,teachers ,parents ,and coworkers always goes above and beyond her job duties . She has learned how to do production records without even being ask to (no one wants to do production records) , she just took it upon herself because she is always wanting to learn new things and to help out where ever she can. She has gone the extra mile to help make sure all students receive a nutritional meal .Even through volunteering her time and money to help raise money for the backpack program. It is always a pleasure to recommend someone like Tammy for employment in a career position , knowing that she will make a valuable contribution to any organization with which she is affiliated. If you have any questions regarding her abilities or character, please feel free to contact me.

Sincerely,

Sherry Ard
FCS Food Service Asst Manager
850-323-0080 or 850-670-2826

To whom it may coceen. 6.8.16

I have known Tammy Nichols my entire life. She has always been a great leader and a hard worker. She has always been able to ~~kee~~ take control when needed to get the job done no matter how big or small the task.

Thank you
Hope Savage
653.6835

FRANKLIN COUNTY DISTRICT SCHOOLS

Administrative Offices
85 School Road Suite 1
Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent

TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Nina M. Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: July 11, 2016

RE: Bus Inspector

As you are aware the new bus mechanic was hired with the agreement that he would become a certified bus inspector. He has begun the required classes for his CDL as the first step in this process. We just discovered that the FDOT only administers the bus inspector certification tests in June of each year.

We are required to conduct monthly bus inspections on every bus. Mr. Bud Strange, Facilities, Maintenance & Operations Manager, was the certified bus inspector prior to moving into his current position. Due to the critical need of the district, and the urgency to have all buses inspected prior to the opening of school, it is my recommendation that the Board approve a temporary second assignment for Mr. Strange to conduct the inspections after his normal duties.

Each inspection requires 2 hours. The district has 20 operating buses and ABC School has 2 buses. This will require 44 hours/month which is 528 hours between now and next July when we can anticipate the certification to be final. Mr. Strange's hourly rate as a bus mechanic is $16.32/hour. This is a cost of $8617.

Occasionally a bus will not pass the inspection and will require a subsequent inspection. It is my recommendation that the subsequent inspections be paid on an individual basis at the cost of $32 each.

District 1 George Thompson Vice Chair | **District 2** Pam Marshall | **District 3** Teresa Ann Martin | **District 4** Stacy Kirvin | **District 5** Pam Shiver Chair

An Equal Opportunity Employer
www.franklincountyschool.org

Agreement between Gaetz Aerospace Institute,
Embry-Riddle Aeronautical University and
Franklin County School District
Academic Year 2016-2017

THIS AGREEMENT made and entered into and effective on the date of final execution (herein the "Effective Date") and between The School DISTRICT of St. Johns County, a school DISTRICT within the State of Florida (hereinafter referred to as the **DISTRICT**), and Embry-Riddle Aeronautical University, a not-for-profit corporation organized and existing under the laws of the State of Florida (hereinafter referred to as **ERAU**), to conduct work of mutual interest, which will be identified in a Statement of Work and Budget and Additional Terms and Conditions attached hereto and identified as Attachments A and B, respectively.

ERAU and the DISTRICT shall be referred to individually as "Party" and collectively as "Parties".

WHEREAS, the Parties desire to contract with one another to provide for the addition or continuation of Embry Riddle – Gaetz Aerospace Institute (hereinafter referred to as **GAI**).

NOW THEREFORE, in consideration of the mutual promises herein made, it is agreed between the Parties hereto as follows:

ARTICLE 1.0 SCOPE OF SERVICES

1.1 The Parties agree to identify, define, develop, and implement activities, as described in the Statement of Work and Budget and the Additional Terms and Conditions as described in Attachments A and B incorporated herein by reference.

1.2 The Parties designated representatives shall have the right, by written instruction, to request changes in or additions to the Statement of Work and Budget through a written instrument authorized and executed with the same formality as this Agreement.

1.3 The following schools have been identified as locations providing concurrent/dual enrollment, course work to support career pathways and aerospace STEM outreach.

SCHOOL:	**FRANKLIN COUNTY PK-12 SCHOOL**
PRINCIPAL CONTACT:	**SUE SUMMERS**
CTE CONTACT:	**NICK O'GRADY**

ARTICLE 2.0 TOTAL AMOUNT ALLOTTED

The Parties will negotiate the total amount allotted to ERAU for work under this Agreement and affix the amount to this Agreement as a Budget, attached hereto as Attachment A and incorporated herein by this reference.

ARTICLE 3.0 INVOICING

ERAU shall submit invoices to the DISTRICT, and the DISTRICT shall pay ERAU for its performance of the services in accordance with the terms set forth in Attachments A and B.

Invoices shall be submitted to:

Name & Title: Sue Summers, Director of Special Programs
DISTRICT: Franklin County School District
Add 1: 85 School Road
Add 2: East Point, FL 32328
Phone: (850) 670-2810 x4109
Email: ssummers@franklin.k12.fl.us

Payment shall be remitted to:

Tara Barber, Special Projects Accountant
Embry-Riddle Aeronautical University
600 S. Clyde Morris Blvd
Daytona Beach, FL 32114-3900
386-226-6254
barbert8@ERAU.edu

ARTICLE 4.0 PAYMENT

4.1 The DISTRICT will make payment for the academic year in accordance with Attachment A and any addenda to this Agreement entered into by both Parties.

4.2 Payments for verified invoices for the academic school year (ASY) will be due as follows:

Date of Final Execution	40% of total amount due for ASY
First business day in March	35% of total amount due for ASY
First business day in May	25% of total amount due for ASY

ARTICLE 5.0 TERM AND TERMINATION

5.1 This Agreement shall commence on the date of final execution and shall remain in effect until June 30, 2017, unless terminated earlier as provided in this Agreement or extended by the Parties in writing.

5.2 Either party shall have the right to terminate this Agreement for its convenience, in whole, or in part, at any time with at least thirty (30) working days prior notice.

5.3 A material breach shall include, but not be limited to, the following:

5.3.1 A Party becomes bankrupt or makes an assignment for the benefit of creditors, or a receiver is appointed to its business, or voluntary or involuntary petition in bankruptcy is filed, or proceedings for the reorganization of the other Party are instituted.

5.3.2 Loss of funding.

ARTICLE 6.0 CONFIDENTIAL INFORMATION

6.1 The Parties agree that during the course of this Agreement, the Parties may disclose to each other certain Confidential Information. Confidential Information would include cost and budget information, courseware, insights into future plans by either Party, or other information that would expand the financial accountability of either Party beyond that required by the law and its internal procedures, or that would reveal that information to the public media, competitors, and/or other school DISTRICTs negotiating similar programs with ERAU. Subject to and only to the extent permitted by Chapter 119, Florida Statutes, any Party receiving Confidential Information shall hold such information in strictest confidence, shall not transfer by any means the said information to any third Parties without prior written consent of the disclosing Party, and shall not use or reproduce the said information for any purpose other than as reasonably required for the performance of the Agreement.

6.2 Subject to and only to the extent permitted by Chapter 119, Florida Statutes, each Party hereto shall at all times take all reasonable precautions which are necessary, useful, or desirable in order to prevent the disclosure or unauthorized use of Confidential Information of the other Party, and shall allow access to and disclosure of such information only to those of its employees as is specifically required for the purpose for which it is provided, and shall take responsible steps to ensure that all such employees are made aware of and comply with the receiving Party's obligations hereunder.

6.3 The foregoing obligations of confidentiality, use, and non-disclosure shall not apply to any information provided by the disclosing Party to the extent that the receiving Party can prove that:

6.3.1 Such information has been developed independently by one Party and was lawfully in its possession prior to the receipt thereof,

6.3.2 Such information lawfully is or became public knowledge through no breach of this Agreement by the receiving Party;

6.3.3 Such information is lawfully provided to the receiving Party without restriction by a third Party; or

6.3.4 Such information is required to be disclosed by law.

6.4 The parties recognize that DISTRICT is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Terms of this Agreement. To the extent ERAU provides DISTRICT any information which it believes is confidential or exempt, ERAU shall notify DISTRICT of the specific information that it believes is confidential, as well as the basis for the exemption. To the extent that ERAU maintains information which is subject to public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Pursuant to the terms of this Agreement, ERAU may receive from the DISTRICT records that may be exempt from public release, including but not limited to, personally identifiable student information, the

confidentiality of which is protected under the Family Educational Rights and Privacy Act as well as under Sections 1002.22 and 1002.221, Florida Statutes. ERAU acknowledges and agrees that it may use such information only for the purposes for which the disclosure was made and may not disclose the information to any other party without the prior written consent of the DISTRICT. ERAU shall not allow anyone to obtain access to personally identifiable information from education records, or other exempt records, except in strict accordance with the requirements, if any, established by the DISTRICT in writing. Upon termination of the Agreement, ERAU shall, at the election of the DISTRICT, either destroy or return to the DISTRICT, all such information in its possession, if any, and confirm the same in writing to the DISTRICT. Notwithstanding any provision to the contrary contained in this Agreement, ERAU shall indemnify and hold the DISTRICT and its officers and employees harmless for any violation of this covenant, including but not limited to defending the DISTRICT and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon the DISTRICT, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon the DISTRICT arising out of the breach of this covenant by ERAU. This provision shall survive the termination of or completion of all performance or obligations under this Agreement and shall be fully binding upon ERAU until such time as any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

ARTICLE 7.0 LIMITATION OF LIABILITY

The Parties agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment, and agree to be liable for any damages proximately caused thereby; provided, however, the Parties agree that DISTRICT's liability is subject to the monetary limitations and defenses imposed by Section 768.28, Florida Statutes. These limitations will apply for all claims, including without limitation, contract, warranty, indemnity, tort (including derelict and negligence), and strict liability howsoever caused or incurred for any reason whatsoever. Nothing in this Agreement shall waive the sovereign immunity of the DISTRICT except to the extent waived in Section 768.28, Florida Statutes.

ARTICLE 8.0 NOTICES

8.1 No notice or communication pertaining to this Agreement, except as provided in Paragraph 3 herein, shall be deemed to have been duly given by the Parties, unless addressed as follows or to such other address, individual or telecopy number as may be designated by notice given by a Party to the other Party from time to time:

ERAU: Nanette Guzman
Director – Office of Sponsored Research Administration
600 S. Clyde Morris Boulevard
Daytona Beach, Florida 32114-3900
guzmann2@ERAU.edu
Phone: (386) 226-7695
Fax: (386) 226-4901

DISTRICT:	Franklin County
Name &	Sue Summers
Title	Director of Special Programs
Add. 1:	85 School Rd.
Add. 2:	Eastpoint, FL 32328
Email:	ssummers@franklin.k12.fl.us
Phone:	(850) 670-2810 x4109

8.2 Any such notice, request, requirement, approval, permission, consent or other communication in connection with this Agreement shall be given in writing and, if delivered by hand shall have been so delivered, or by registered mail shall be deemed to have been received by the addressee on the day on which it shall have been received, or if faxed, shall be deemed to have been received by the addressee upon electronic acknowledgement.

ARTICLE 9.0 RELATIONSHIP OF THE PARTIES

The Parties hereto shall act as independent contractors and nothing herein contained shall be construed as creating any other relationship between the DISTRICT and ERAU, nor shall it be construed as creating any relationship with the other Party's employees. Each Party agrees that none of its employees is an employee or agent of the other Party. No Party hereto shall, without the prior written consent of the other Party, enter into any contract or commitment in the name of or on behalf of the other Party or bind the other Party in any manner whatsoever.

ARTICLE 10.0 COMPLIANCE WITH LAWS

10.1 The Parties shall comply with any laws, rules, and regulations in force in the location where the Program is performed, as well as codes of conduct, if any, concerning security and safety of its employees or representatives.

10.2 At all times relevant hereto, ERAU shall maintain all appropriate occupational and professional licenses as necessary to fulfill its obligations under this Agreement.

ARTICLE 11.0 STANDARDS OF CONDUCT

The Parties recognize that the standards of deportment and conduct for faculty and students in the GAI must be appropriate to the requirements of a professional education program and the Federal, State, and local laws applicable to public education in the DISTRICT. The Parties further agree that the more stringent of the standards of deportment and conduct established for GAI in general and in the ERAU Student Handbook available at http://www.erau.edu/aerospace-institute/students-instructors/student-handbook/index.html will govern behaviors in the GAI.

ARTICLE 12.0 DISPUTE RESOLUTION

12.1 The Parties agree that any disputes between them arising from, related to, or in connection with this Agreement or the facts and circumstances leading thereto shall be exclusively subject to the laws, jurisdiction and venue of the United States of America, State of Florida, without regard to otherwise applicable choice of law provisions.

12.2 In case of dispute that cannot be resolved by mutual agreement, the Parties agree to good faith efforts to resolve any disputes between them by means of mediation using a mutually agreed mediator. Each side shall bear its own costs and expenses. Nothing about this provision shall bar either Party from seeking appropriate injunctive relief in Florida courts to prevent an imminent, irreparable harm.

ARTICLE 13.0 INDEMNIFICATION

As provided for under common law, and to the extent specifically authorized by Section 768.28, Florida Statutes, each of the parties to this Agreement hereby agrees to indemnify and hold the other party hereto harmless from and against all damages of any nature whatsoever which are caused or materially contributed to by the negligent acts of any officer, employee, and agent or other representative of the indemnifying party and which are not caused or materially contributed to by any officer, employee, agent or other representative of the indemnified party. In no event shall either party be liable to the other under any theory of tort, contract, strict liability or other legal or equitable theory for lost profits, exemplary, punitive, special, incidental, indirect, consequential, collateral or similar damages, each of which is hereby excluded by agreement of the parties regardless of whether or not such party has been advised of the possibility of such damages.

ARTICLE 14.0 FORCE MAJEURE

No Party shall be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such Party's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a Party's financial condition or negligence). Except as expressly provided otherwise in Agreement, dates and times by which any Party is required to perform and obligations under this Agreement and the Statement of Work shall be postponed automatically to the extent and for the period of time that such Party is prevented from meeting such obligation by reason of any cause beyond its reasonable control, provided the Party prevented from performing its obligations notifies the other Party immediately of the commencement and nature of such cause and the probable consequences thereof with appropriate details, and provides further that such Party will use reasonable efforts to comply with its obligations in a timely manner utilizing to such end all resources reasonably required in the circumstances, including obtaining supplies or services from other sources if same are available.

ARTICLE 15.0 CONFIDENTIALITY OF AGREEMENT/PUBLICITY

Subject to and only to the extent permitted by Chapter 119, Florida Statutes, the Parties shall secure each other's prior written approval before any information relating to this Agreement is released to anyone other than employees of any of the Parties requiring the information for the performance of their duties with respect to the matters contemplated in this Agreement, and which have agreed to be bound by confidentiality undertakings.

ARTICLE 16.0 ASSIGNMENT

The Parties acknowledge that this Agreement has been entered in consideration of the Parties mutual confidence in each other and the Parties are unwilling to proceed on the basis set out in this Agreement with any other person save and except as expressly provided herein. Consequently neither this Agreement nor any of the respective rights or obligations of the Parties hereunder or benefit or advantage received, may be assigned, given, sold, bargained sublet, or otherwise disposed of, in whole or in part, by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld or unduly delayed.

ARTICLE 17.0 COMPLETE AGREEMENT

17.1 This Agreement supersedes all previous agreements between the Parties related to the subject matter hereof and represents the entire understanding between the DISTRICT and ERAU in relation to the subject matter dealt with herein.

17.2 This Agreement shall not be amended or modified, and no waiver of any provision shall be effective, unless set forth in a written instrument authorized and executed with the same formality as this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers or representatives.

For Embry-Riddle Aeronautical University

For Embry-Riddle Aeronautical University

____ _____
Date Colleen Conklin, Director, Gaetz Aerospace Institute

____ _____
Date Dr. Dan Macchiarella, Dean of the College of Aviation

____ _____
Date Dr. Tim Brady, Chancellor

____ _____
Date Nanette Guzman, Director, Office of Sponsored Research Administration

For The School Board of Franklin County, Florida

_____ _____
Date School Board Chair (Print and Sign)

_____ _____
Date Superintendent (Print and Sign)

Attachment A

Statement of Work and Budget

Total Sections

2016 Fall Semester/Spring 2017	
1) Course sections offered	10 Sections
2) UAS Agriculture Program	0 Sections
TOTAL SECTIONS	**10 Sections**

ERAU Tuition	$0
Total Salaries and Wages	$1078
Adjunct Salaries (new programs)	$0
Technical Training	$0
Program Management	$0
Teacher Stipends	$0
Supplies	$0
Textbooks (new programs)	$0
Equipment	$0
Industry Certification Exams *(UAS Small Safety, VSO for UAS and Private Pilot Ground School ONLY)*	$0
UAS AgriSci Course Section Fee	$0
Course Section Fee	$6,250
SUBTOTAL	$7,328
INDIRECT COSTS	$1,685
TOTAL PRICE	$9,013

Districts are encouraged to utilize Industry Certifications as a means to future sustainability.
Dual Enrolled courses should support the use of CAPE certifications where appropriate.

Payment

The DISTRICT will make payment for each academic school year in accordance with this schedule and any addenda to this contract entered into by both Parties. Payments will be due as follows:

Date of Final Execution	$3,605.20	(40% of total due)
March 01	$3,154.55	(35% of total due)
May 01	$2,253.25	(25% of total due)
Total Due	**$9,013.00**	

Terms and Conditions
Attachment B

Additional Terms and Conditions

Purpose

Concurrent/dual enrollment courses are postsecondary courses that eligible students can take to earn both secondary and college or career certificate credit facilitating accelerated progress toward a post-secondary certificate or degree. The Gaetz Aerospace Institute (GAI) of Embry-Riddle Aeronautical University (ERAU), Contract Committee meets annually in the spring to go over the current year's agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by University personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Boards for approval and signatures. Once approved and signed, copies are sent to Embry-Riddle Aeronautical University (ERAU) to be approved and signed by GAI–ERAU and University Provost. Signed hard copies are mailed to the school district personnel.

The Agreement is completed annually by July 1 of each year.

A. A ratification or modification of all existing agreements

Once the Agreement is signed by both parties, the Agreement will be active for the upcoming academic year. This Agreement covers **concurrent/dual enrollment**, but also course work to support career pathways, outreach and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2016-17 academic year will take precedence.

B. A description of the process by which students and their parents are informed about opportunities for student participation in the concurrent/dual enrollment program

1. References to *students* in this document mean any student enrolled in a GAI - ERAU course.

2. GAI will provide information to the secondary schools regarding requirements for participation in, and the educational benefits to be derived from concurrent/dual enrollment.

3. The secondary schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or

guardians of the opportunity to participate in these programs. The secondary schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

4. GAI will post application deadlines and registration dates on its concurrent/dual enrollment website.

5. GAI's Program Coordinators, Faculty and staff will work with district and school officials on targeted concurrent/dual enrollment recruiting activities.

C. A delineation of courses and programs available to students eligible to participate in concurrent/dual enrollment, outreach and career pathway courses.

1. Courses to be provided by GAI under this Agreement will be mutually agreed upon by GAI and the School District, and will avoid unnecessary duplication of existing courses. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as concurrent/dual enrollment.

2. GAI will furnish each school with a copy of the current courses (and URL for Web access) with descriptions for each course in which a student may be enrolled. Specific courses to be provided on school campuses in the participating districts shall be mutually agreed upon by the School Board and GAI.

3. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their secondary school principal, parent/guardian and the School District before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel to include meals, lodging, and transportation.

D. A description of the process by which students and their parents exercise options to participate in the concurrent/dual enrollment program

Students and the parent/guardian of students wishing to pursue participation in the GAI program must contact their secondary school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

1. Application Process - Students interested in enrollment must meet with

their secondary school guidance counselor or principal for permission to participate in the program. Students must submit the GAI paper application complete with parent signature. Applications for new students must be submitted to instructors within 10 days of the start of the semester for the student to be eligible to enroll in courses.

Once the instructor has verified the paper application is complete, ***the student must complete the online application*** by accessing the link on the GAI website. Special care should be taken to enter information correctly, this will create the official ERAU student account. The student will receive an email from ERAU with their student ID number and instructions to activate their ERNIE account once their application has processed.

The student is responsible for providing any documents needed for eligibility. This may include secondary school transcripts or placement test scores.

All documentation must be received by ERAU by the posted deadlines. If a student does not meet eligibility criteria or does not submit paperwork by the posted deadline, they will not be eligible to enroll.

2. Registration - GAI brochures will be provided to guidance counselors by ERAU to better help students and parents understand the requirements, admission, enrollment, procedures, and benefits of program participation.

   Instructors will supply their students with the correct course and section number during open registration and students will self-register online. Students should verify their enrollments by logging in to their ERNIE accounts and reviewing their student center records. Students are held to the GAI academic calendar and deadlines. Any schedule changes must be made by the published deadlines. It is the student's responsibility to notify ERAU's GAI office if they change schools or withdraw from secondary school.

3. Withdrawal Process – Concurrent/dual enrollment students will follow the university's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their guidance counselor to complete the withdrawal form. The student and counselor must sign the form and send to the ERAU – GAI Concurrent/dual enrollment Specialist to process. Forms must be received by the withdrawal deadline. The student will receive a W on their transcript for the attempt in the course. Students who withdraw two times are no longer eligible to participate in the program.

   Regardless of meeting student eligibility requirements for continued

enrollment, a student may lose the opportunity to participate in a course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

In addition, a student will be sanctioned accordingly if found to violate any of the ERAU student code of conduct standards as outlined in the ERAU Student Handbook. This could include a sanction ranging from a warning to permanent dismissal from ERAU. http://daytonabeach.erau.edu/Assets/daytonabeach/forms/daytonabeach-student-handbook.pdf

Each course taken through concurrent/dual enrollment will count toward the student's total attempted hours once they graduate secondary school. If the student takes unnecessary course work, it could impact Federal Financial Aid and university excess hour fees in the future. It is the responsibility of school guidance counselors to share this information with parents.

4. Grade Distribution - All students enrolled in concurrent/dual enrollment classes will be graded on the same basis as other college students in the same courses. GAI will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's secondary school transcript by the school district. Grades will be electronically transmitted securely by GAI to the student's secondary school for posting.

E. A list of any additional initial student eligibility requirements for participation in the concurrent/dual enrollment program

1. An overall GPA of 2.0 on an unweighted 4.0 scale is required for students to enroll in The GAI. Continued eligibility for college credit dual enrollment (concurrent/dual enrollment) requires the maintenance of a 2.0 unweighted secondary school GPA and the minimum GPA required by the college. Any exception to these requirements must be approved in advance by ERAU and the secondary school Administration.

2. The secondary schools shall identify those students qualified and interested in participation of concurrent/dual enrollment classes. The secondary school administrators will approve student eligibility for participation in these classes. The student must be enrolled in their County Public School System or Private School Organization and must be working towards a secondary school diploma to participate in concurrent/dual enrollment.

3. Parent/Guardian signature is required on the application.

4. Concurrent/dual enrollment courses are weighted at least at the honors level on the secondary school transcripts. Any course taken becomes a permanent part of the student's academic record. Students will earn secondary school and college credit for the course dual enrollment (concurrent enrollment). If a student does not successfully complete their course(s) it could affect future financial aid eligibility.

5. Students are held to the GAI academic calendar and deadlines. Any schedule changes must be made by the published deadlines. It is the student's responsibility to notify the GAI office if they change schools or withdraw from secondary school.

6. Students who earn an "F" grade in a course are no longer eligible to enroll in GAI courses.

7. Students who earn a "D" grade may retake that one class. Courses may only be repeated once.

8. Students who take concurrent/dual enrollment classes are in actual college classes. They are not easier because the student is still in secondary school. The college's accreditation agency requires all students to be held to the same requirements.

9. Students must be labeled as at least a sophomore in secondary school for consideration for concurrent/dual enrollment courses. Students are no longer eligible for concurrent/dual enrollment once they successfully complete 4 years of enrollment in secondary school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the secondary school and GAI.

10. Students who will graduate from secondary school prior to completion of the post-secondary course may not register for the course through concurrent/dual enrollment. This means that secondary school seniors may NOT take a Summer A course as concurrent/dual enrollment or as a regular college student since they have not officially graduated from secondary school prior to the start of that term.

F. A delineation of the secondary school credit earned for the passage of each concurrent/dual enrollment course

1. The school district will ensure that appropriate secondary school credit will be awarded upon successful completion of concurrent/dual

enrollment classes. We recommend that (when applicable) science elective credit be awarded upon successful completion of concurrent/dual enrollment class.

G. A recommended procedure for informing students and their parents of college-level course expectations

1. GAI will supply secondary school guidance counselors with concurrent/dual enrollment brochures which include application instructions to inform students/parents of the requirements and benefits of participation in the program.

2. Instructors will remind students that concurrent/dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-concurrent/dual enrollment postsecondary instruction. Instructors will provide students with a course syllabus outlining course requirements.

3. Students are informed that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, guidance counselors should inform parents that concurrent/dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

H. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

There will be no exception made to the required grade point averages for academic or career concurrent/dual enrollment without prior approval by both GAI and the HS administration.

1. The registration policies for concurrent/dual enrollment courses as determined by the postsecondary institution.

2. Concurrent/dual enrollment students will follow the college's procedures for drop, withdrawal and petition policies.

3. The beginning and ending dates of courses offered during the regular day in the secondary school facilities will follow the secondary school schedule and calendar.

J. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution

ERAU employees serving as concurrent/dual enrollment faculty in the GAI approved to teach college courses under this Agreement will annually attend a new faculty or adjunct orientation conducted by GAI where they will receive a copy of the Gaetz Faculty Guidebook, which includes the Web address of the Student Handbook, add/drop, withdrawal, and grading policies, as well as the ERAU Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules, and expectations presented in each handbook.

H. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

1. The School Board shall annually assess the demand for concurrent/dual enrollment and provide that information to GAI for assistance in planning classes in the ERAU scheduling system.

2. GAI shall be responsible for ensuring that the quality of instruction provided to concurrent/dual enrollment students is comparable to that afforded other ERAU students. To this end, the following will apply to concurrent/dual enrollment courses taught on secondary school campuses:

    a. Concurrent/dual enrollment faculty shall be provided with a full-time ERAU faculty contact or liaison in the discipline they are teaching.

    b. Concurrent/dual enrollment faculty shall be provided a copy of course plans, objectives and relevant ERAU Institutional Master Course Outline (MCO's). These objectives and outcomes must be included in the course syllabus.

    c. The course syllabus must be provided to students and filed with the GAI discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at ERAU.

    d. Textbooks and instructional materials used in concurrent/dual enrollment courses must be the same or comparable with those used in courses taught on the ERAU Daytona Beach campus. If not identical, they must be approved by the discipline chairperson at the college.

    e. For academic disciplines where a departmental exam is used, the final exam will be provided to the concurrent/dual enrollment faculty by ERAU prior to the scheduled administration dates.

3. The secondary school administration will recommend qualified secondary school teachers as instructors for concurrent/dual enrollment courses. To be qualified, faculty selected to teach concurrent/dual enrollment classes must submit an adjunct application to their administrative contact at GAI ERAU, along with their postsecondary transcripts. The instructors must meet ERAU faculty credentialing requirements set by Southern Association of Colleges and Schools (SACS) Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, 2012 Edition* (section 3.7.1).

4. In the absence of qualified secondary school instructors, ERAU may provide adjunct instructors to teach concurrent/dual enrollment courses on secondary school campuses.

5. GAI secondary school instructors who teach concurrent/dual enrollment courses will be evaluated by the secondary school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by a GAI Regional Manager, or faculty liaison in accordance with GAI faculty evaluation processes. Secondary school faculty that instruct an ERAU course will follow the school board's guidelines for the performance of employees when evaluating these concurrent/dual enrollment instructors. Copies of Instructor performance evaluations will be maintained by the district and ERAU. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days prior to the classroom observation;
    a. scheduling the observation in advance;
    b. providing a copy of the performance assessment to the instructor within ten (10) working days after the observation;
    c. allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at ERAU;
    d. And allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of GAI's observation will be shared with the district administrator.

6. Concurrent/dual enrollment courses taught on a secondary school campus may not be combined with any non-college credit secondary school course.

7. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.

8. Any course-, discipline-, college-, or system-wide learning

assessments required by the college in non-concurrent/dual enrollment sections of a course shall also be administered in all concurrent/dual enrollment sections of the course.

9. GAI shall analyze student performance in concurrent/dual enrollment course offerings on secondary school and college campuses to ensure that the level of preparation for future success is comparable with non-concurrent/dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.

10. IMPORTANT: If a secondary school wants to offer 30 credits or more on their campus, they must submit a request to ERAU's Senior Vice President for Academic Affairs at least 9 months in advance. If approved by ERAU officials, the secondary school and school district administrators will work with college officials to create and submit a "substantive change" to SACS. Approval must be received from SACS before the additional courses on the secondary school campus may be advertised or offered.

I. The responsibilities of the school district regarding the determination of student eligibility before participating in the concurrent/dual enrollment program and the monitoring of student performance while participating in the concurrent/dual enrollment program

1. Student screening for eligibility and participation is the responsibility of the secondary school principals according to district and state requirements.

2. The secondary school counselor shall identify those students qualified to participate in concurrent/dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify GAI's concurrent/dual enrollment officer when a student's eligibility status changes.

3. The secondary school counselor will work with students to include concurrent/dual enrollment course plans to minimize enrollment in a random selection of ERAU-GAI courses.

4. GAI instructors will provide academic advising services to concurrent/dual enrollment students, monitor their progress and attendance in concurrent/dual enrollment classes, and provide progress and attendance reports to their secondary school at the college mid-term and upon completion of the college term.

5. Students and their parents will be informed of college-level course expectations.

6. Students attending concurrent/dual enrollment classes held in secondary school facilities during regular school hours will be subject to the school district and FAA attendance policies when applicable. Required documentation of enrollment will be reported to the school district's MIS offices and ERAU Records office.

7. Students may enroll in courses conducted during school hours or extended school hours. However, if the student is projected to graduate from secondary school before the scheduled completion date of a post-secondary course, the students may not register for that course through concurrent/dual enrollment. The student may apply to ERAU and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees.

8. CODE OF STUDENT CONDUCT: Students taking concurrent/dual enrollment classes on their secondary school campus will be subject to their school district's code of conduct. If a student in secondary school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify ERAU's Dean of Students and the student will be subject to the same disciplinary actions as other students taking courses on the ERAU campus, regardless of disciplinary action is taken by their school district. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the concurrent/dual enrollment course, regardless of eligibility requirements for continued enrollment.

9. STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232 f, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

J. The responsibilities of GAI regarding the transmission of student grades in concurrent/dual enrollment courses to the school district.

1. Students with unsatisfactory progress reports should be counseled by the secondary school guidance counselor immediately upon receipt of the college reports.

2. All students enrolled in concurrent/dual enrollment classes will be graded

on the same basis as other college students in the same courses. GAI will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's secondary school transcript by the school district. Instructors will submit grades to the student's secondary school and to ERAU.

3. If a concurrent/dual enrollment student earns an F grade in any course(s) during one semester he/she will no longer be eligible to participate in concurrent/dual enrollment. A student who earns a D grade will be permitted to retake that one course if offered, course may only be repeated once.

K. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the representative authorized to commit the school districts and Gaetz Aerospace Institute of Embry-Riddle Aeronautical University, but shall be executed before registration for the fall term of the following school year. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid for the 2016-2017 school year.