FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

SEPTEMBER 19, 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. Carol Vickers, Coordinated School Health Partnership Chair
Franklin County School Award Presentation

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-090816 $309,737.16
B. Minutes-07-26-16 Special Meeting
C. Minutes- 08-15-16 FCSB Workshop
D. Minutes-08-15-16 Regular Meeting

VIII. CHIP CLATTO-FCS PRINCIPAL

NO ACTION ITEMS

IX. SONJA BUFFIN-TRANSPORTATION MANAGER

A. Bus Discipline Report ***(non action)***

X. TERRY HILTON-FOOD SERVICE DIRECTOR

NO ACTION ITEMS

XI. NICK O'GRADY-CURRICULUM & FEDERAL PROGRAMS DIRECTOR

NO ACTION ITEMS

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INSPIRE From Our Hearts LEAD with Humility SOAR with Pride

XII. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. 2016-17 Coaching Supplements Recommendation
B. 2016-17 Mentors
C. Summer Hours
D. RTH D. Putnal-Nest Parent Liaison
E. RTH J. Buzier-Nest Enrichment Leader
F. RTH J. Huckeba-Nest Enrichment Leader
G. RTH R. Chipman-Nest Custodian
H. Salary Classification-A Chipman
I. Leave of Absence S. Henderson
J. Master Sub-list 091916

XIII. BUD STRANGE-MAINTENANCE & OPERATIONS MANAGER

NO ACTION ITEMS

XIV. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. 2016-17 ABC Rehab Agreement
B. 2016-17 ELL Plan

XV. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

A. 2015-16 ABC School Year End Financials

XVI. ADJOURNMENT

FRANKLIN COUNTY DISTRICT SCHOOLS

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



APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Nina M Marks
Superintendent

Mrs. Nina Marks, Superintendent:

School Board Members:

Attached you will find the bills list for 9/8/16. If you have any questions, please call the finance office at 670-2810.

General Fund:	$275,854.89
Ins. Vouchers	$20,976.74
School Food Service:	$2,714.32
Federal Fund:	$2,464.21
Capital Projects:	$7,727.00
Total	**$309,737.16**

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

ACE HARDWARE (V000000194)

409 W. HIGHWAY 98
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157201	ACE-Athletic Paint	08/23/2016	371492	08/25/2016	110	8100	590		0091			$599.90
AP RUN 9/8/16 110	Standard	157080	AUGUST 2016 BLANKET	07/28/2016	PO 157080	08/31/2016	110	7800	510		9004			$980.34
AP RUN 9/8/16 110	Standard	157088	AUGUST 2016 BLANKET	07/28/2016	PO 157088	08/31/2016	110	7900	510		0091			$0.00
							110	8100	510		9007			$600.81
														$2,181.05

APALACHICOLA BAY CHA (V000000183)

98 12TH STREET
98 12TH ST
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157276	FEFP REV 9.7.16	09/07/2016	SEPT 2016 FEFP	09/06/2016	110	5100	390		9009	9997		$119,594.67
							110	5200	390		9009	9997		$96,191.30
														$215,785.97

APALACHICOLA MARINA (V000005508)

P.O. BOX 308
119 WATER STREET
APALACHICOLA, FL 32329

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157072	AUGUST 2016 BLANKET	07/28/2016	37547	08/18/2016	110	7800	460		9004			$2,177.88
														$2,177.88

BAKER BROTHERS (V000001290)

PO BOX 409635
ATLANTA, GA 30384-9635

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157069	BAKER QUOTE 5893020	07/28/2016	R652729	08/23/2016	110	8100	590		9007			$704.55
														$704.55

CANDICE SWEET-SHERID (V000007675)

CANDICE SWEET-SHERIDAN
P.O. BOX 806
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157107	SHERIDAN 16/17	08/02/2016	AUGUST 16 SHERIDAN	08/31/2016	110	5200	310		0091	5307		$2,177.50
														$2,177.50

CERTIFIED PLUMBING & (V000001651)

1725 VOYLES STREET
LIVE OAK, FL 32064

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157085	AUGUST 2016 BLANKET	07/28/2016	919 8/25/16	08/25/2016	110	8100	590		9007			$968.13
														$968.13

CONTRACT PAPER GROUP (V000005000)

2284 PAYSPHERE CIRCLE
CHICAGO, IL 60674

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount

AP RUN 9/8/16 110	Standard	157121	CPG--COPIER PAPER	08/03/2016	43005751401	08/22/2016	110	5100	510		0091	8607		$2,123.20
														$2,123.20

COVINGTON HEAVY DUTY (V000001751)

PARTS, INC.
P.O. DRAWER 1049
ANDALUSIA, AL 36420-1221

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157081	AUGUST 2016 BLANKET	07/28/2016	34200 8/31/16	08/31/2016	110	7800	550		9004			$524.78
														$524.78

CRI (V000001739)

CARR,RIGGS & INGRAM, LLC
4267 LAFAYETTE STREET
MARIANNA, FL 32446

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157272	CRI 9/1/16	09/07/2016	16183816	09/01/2016	110	7100	310		9001			$4,675.00
														$4,675.00

DEBORAH COOPER (V000009955)

155 15TH STREET
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157120	OLIVIA COOPER 16/17	08/03/2016	AUGUST 16 COOPER	08/31/2016	110	7800	390		0091	8807		$277.68
														$277.68

DUKE ENERGY (V000007220)

PO BOX 1004
CHARLOTTE, NC 28201-1004

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156996	DUKE ENERGY 16/17	07/19/2016	7/22-8/22/16 SERVICE	08/22/2016	110	7900	430		0091			$11.89
							110	7900	430		9004			$180.35
							110	7900	430		9001			$144.40
							110	7900	430		9007			$0.00
AP RUN 9/8/16 110	Blanket	156996	DUKE ENERGY 16/17	07/19/2016	7/29-8/29/16 SIGNS	08/29/2016	110	7900	430		9001			$0.00
							110	7900	430		9007			$0.00
							110	7900	430		0091			$50.94
							110	7900	430		9004			$0.00
														$387.58

EAGLETREE TECHNOLOGI (V000002930)

KEVIN WARD
129 LONG ROAD
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157004	EAGLETREE 16/17	07/19/2016	SEPT 2016	08/31/2016	110	8200	310		9001			$2,708.00
							110	6500	310		0091			$2,708.00
														$5,416.00

EASTPOINT WATER & (V000002705)

40 ISLAND DRIVE
EASTPOINT, FL 32328-0444

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount

AP RUN 9/8/16 110	Blanket	156993	WATER / SEWER 16/17	07/19/2016	7/18-8/17/16	08/17/2016	110	7900	383		0091			$137.27
							110	7900	383		9001			$100.86
							110	7900	383		9004			$16.82
							110	7900	384		0091			$171.85
							110	7900	384		9001			$131.10
														$557.90

FAIRPOINT COMMUNICAT (V000007663)

COMMUNICATIONS
PO BOX 580028
CHARLOTTE, NC 28258-0028

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156994	FAIRPOINT 16/17	07/19/2016	9/7-10/6/16 SERVICE	09/07/2016	110	7900	370		0091			$6,831.81
							110	7900	370		9004			$133.78
							110	7900	370		9001			$445.59
							110	7900	370		9007			$0.00
														$7,411.18

FIRST CALL TRUCK PAR (V000003519)

7318 W. TENNESSEE STREET
TALLAHASSEE, FL 32304

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157090	7/19/16 FIRST CALL	07/28/2016	45612	08/05/2016	110	7800	550		9004			$455.35
AP RUN 9/8/16 110	Standard	157082	AUGUST 2016 BLANKET	07/28/2016	46053/45976	08/12/2016	110	7800	550		9004			$298.80
														$754.15

FRANKLIN COUNTY HEAL (V000003003)

FRANKLIN CO. HEALTH UNIT
139 12TH STREET
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157126	FL DOH 16/17	08/03/2016	SCHHL-AUG	08/16/2016	110	6130	310		0091			$7,500.00
														$7,500.00

GANDER AUTO PARTS (V000000010)

P O BOX 628
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157079	AUGUST 2016 BLANKET	07/28/2016	PO 157079	08/25/2016	110	7800	510		9004			$1,521.30
AP RUN 9/8/16 110	Standard	157089	AUGUST 2016 BLANKET	07/28/2016	PO 157089	08/25/2016	110	8100	510		9007			$621.54
														$2,142.84

IDA BRANNAN (T000000233)

524 AVE A
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157037	RENEE	07/19/2016	8/24,30/16 RENEE	08/30/2016	110	5400	310		0022	8217		$142.50
AP RUN 9/8/16 110	Standard	157037	RENEE	07/19/2016	8.31.16 RENEE	08/31/2016	110	5400	310		0022	8217		$67.50
														$210.00

J V GANDER DISTRIBUT (V000003805)

PO DRAWER 70
APALACHICOLA, FL 32329-0070

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157073	AUGUST 2016 BLANKET	07/28/2016	23630043 8/28/16	08/28/2016	110	7900	460		0091			$11.38
							110	7800	450		9004			$457.13
							110	7800	460		9004			$788.24
							110	8100	450		9007			$957.40
							110	7800	450		0091			$0.00
							110	7900	450		0091			$0.00
														$2,214.15

JACKSON ACE HARDWARE (V000004751)

PO BOX L
712 NW AVENUE A
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157087	AUGUST 2016 BLANKET	07/28/2016	5700 8/31/16	08/31/2016	110	8100	510		9007			$255.85
							110	7900	510		0091			$0.00
														$255.85

KAREN PEDDIE (E019168329)

KAREN PEDDIE
10830 NW PEDDIE ROAD
BRISTOL, FL 32321

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110					7/12-7/15/16 PEDDIE	07/15/2016	110	7700	330		9001			$286.58
														$286.58

KEVIN HAEUSSER (V000010012)

824 WEST GULF BEACH DR.
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157144	HAEUSSER 16/17	08/09/2016	8/22-9/2/16 KEVIN	09/02/2016	110	6140	310		9009	5307		$0.00
							110	6140	310		0091	5307		$1,615.83
														$1,615.83

KRISTEN SOUDERS (T000002202)

PO BOX 1102
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157038	KRISTEN	07/19/2016	8/19,25/16 KRISTEN	08/25/2016	110	5400	310		0022	8217		$120.00
														$120.00

MARIA HORAN (V000004128)

PO BOX 868
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157174	HORAN 16/17	08/16/2016	AUGUST 2016	08/31/2016	110	5200	310		0091	5307		$1,275.00
														$1,275.00

MATTS SMALL ENGINE R (V000021000)

1582 HWY 98 WEST
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount

AP RUN 9/8/16 110	Standard	157083	AUGUST 2016 BLANKET	07/28/2016	PO 157083	08/31/2016	110	7900	550		0091			$566.99
														$566.99

NORTHWEST REGIONAL (V000006255)

2048 EAST PAUL DIRAC DR
TALLAHASSEE, FL 32310

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156981	NW REGIONAL DATA 16/17	07/18/2016	6310	09/01/2016	110	8200	360		9001			$167.45
														$167.45

PANAMA ALTERNATOR & (V000007266)

413 E 11TH STREET
PANAMA CITY, FL 32401

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157273	PANAMA ALTERNATOR 8/10/16	09/07/2016	100110	08/10/2016	110	7800	550		9004			$585.00
														$585.00

QUILL CORP. (V000007251)

P.O. BOX 37600
PHILADELPHIA, PA 19101-0600

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157211	MRS. MARK INK	08/24/2016	8563208	08/24/2016	110	7200	510		9001	8607		$170.70
AP RUN 9/8/16 110	Standard	157213	Quill	08/25/2016	8603135	08/25/2016	110	7900	510		9001			$97.45
AP RUN 9/8/16 110	Standard	157244	PHASER TONER	08/29/2016	8684025	08/29/2016	110	7500	510		9001	8607		$237.59
														$505.74

ROBERT COURSEY (T000002609)

715 MACE MARTIN ROAD
WEWAHITCHKA, FL 32465

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157254	COURSEY 16/17	08/30/2016	8/15-8/26/16 COURSEY	08/26/2016	110	5100	390		0101			$1,107.00
														$1,107.00

SCHOOL SPECIALTY (V000007660)

32656 COLLECTION CENTER DRIVE

CHICAGO, IL 60693-0326

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157135	School Specialty-Verison Funds	08/09/2016	308102558449	08/15/2016	110	5100	510		0091	8716		$1,439.46
														$1,439.46

SHRED-IT US JV, LLC (V000002537)

P O BOX 13574
NEWARK, NJ 07188-3574

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156978	SHRED IT 16/17	07/18/2016	9412198237	08/31/2016	110	7900	390		9001			$82.50
														$82.50

SMITH, KAREN (E019950958)

306 W 3RD ST
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount

AP RUN 9/8/16 110					7/24 & 7/27/16 GAS R	07/27/2016	110	6400	330		0091	9107		$80.08
														$80.08

SOUTHERN SPEECH THER (V000021003)

P.O. BOX 483
APALACHICOLA, FL 32329-0483

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157106	SOUTHERN SPEECH 16/17	08/02/2016	8/22-8/31/16 ANGELA	08/31/2016	110	5200	310		0091	5307		$3,232.00
														$3,232.00

SYNOVIA SOLUTIONS LL (V000021013)

C/O BMO HARRIS BANK
BIN141978 PO BOX 1627
INDIANAPOLIS, IN 46206-1627

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156992	SYNOVIA 16/17	07/19/2016	6885	09/01/2016	110	7800	379		9004			$532.00
														$532.00

TAYLOR BUILDING (V000008701)

P.O. BOX 605
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157086	AUGUST 2016 BLANKET	07/28/2016	103745 8/25/16	08/25/2016	110	8100	510		9007			$2,304.26
							110	7800	510		9004			$152.96
														$2,457.22

TOMMY'S GLASS & (V000008710)

P.O. BOX 1408
LYNN HAVEN, FL 32444

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157266	TOMMY"S GLASS	08/31/2016	176965	08/26/2016	110	8100	590		0091			$214.79
														$214.79

TOTALFUNDS BY HASLER (V000008938)

P.O. BOX 30193
TAMPA, FL 33630-3193

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157274	HASLER 8/31/16	09/07/2016	08.09.16 POSTAGE	08/09/2016	110	7700	373		9001			$100.00
														$100.00

VERIZON WIRELESS (V000000148)

PO BOX 660108
DALLAS, TX 75266-0108

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156995	VERIZON 16/17	07/19/2016	7/26-8/25/16	08/25/2016	110	7800	371		9004			$979.96
							110	7700	371		9001			$5.90
							110	7900	371		0091			$32.51
							110	8100	371		9007			$61.51
														$1,079.88

WASTE PRO (V000009921)

TALLAHASSEE
P O BOX 865212
ORLANDO, FL 32886-5212

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	156998	WASTE PRO 16/17	07/19/2016	1218089	08/20/2016	110	7900	385		0091			$1,317.11
AP RUN 9/8/16 110	Blanket	157249	NEST GARBAGE 16/17	08/30/2016	1218846	08/20/2016	110	7900	385		0091			$584.87
														$1,901.98

WAYNE NASH (T000000102)

WAYNE NASH
839 CC LAND ROAD
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Standard	157040	WAYNE	07/19/2016	8/30/16 WAYNE	08/30/2016	110	5400	310		0022	8217		$60.00
														$60.00

KEVIN HAEUSSER (V000010012)

824 WEST GULF BEACH DR.
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 110	Blanket	157144	HAEUSSER 16/17	08/09/2016	8/22-9/2/16 KEVIN	09/02/2016	420	6140	310		9009	04767		$0.00
							420	6140	310		0091	04767		$0.00
														$0.00

Grand Totals

Fund	Amount
110	$275,854.89
420	$0.00
Grand Totals:	**$275,854.89**

Signature #1

Signature Date

Signature #2

Signature Date

Signatures confirm the Check and Invoice Reconciliation Reports match

BLUE CROSS BLUE SHIE (V000000787)

P.O. BOX 660299
DALLAS, TX 75266-0299

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
INSURANCE VOUCHER 9/8/16					SEPT 2016 BCBS	09/01/2016	110			495		8827		$4,847.82
INSURANCE VOUCHER 9/8/16					SEPT 2016 BCBS*	09/01/2016	110	7100	231		9001	8827		$165.00
							110	5100	231		0091			$-0.24
														$5,012.58

CAPITAL HEALTH PLAN (V000010002)

CAPITAL HEALTH PLAN
PO BOX 15349
TALLAHASSEE, FL 32317-5349

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
INSURANCE VOUCHER 9/8/16					SEPT 16 CHP	09/01/2016	110			495		8827		$11,246.84
INSURANCE VOUCHER 9/8/16					SEPT 16 CHP*	09/01/2016	110	5100	231		0091			$1,738.23
							110	5200	231		0091	5307		$-29.88
							110	7900	231		0091			$-89.64
							110	7800	231		9004			$-1,872.90
							110	7300	231		0091			$584.47
							110	7100	231		9001	8827		$330.00
														$11,907.12

DENTAL (V000002530)

P O BOX 82588
LINCOLN, NE 68501

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
INSURANCE VOUCHER 9/8/16					AUGUST 16 DENTAL	08/31/2016	110			495		8827		$2,480.36
INSURANCE VOUCHER 9/8/16					AUGUST 16 DENTAL*	08/31/2016	110	5100	233		0091			$164.35
							110	7300	233		0091			$-20.64
							110	7800	233		9004			$-9.06
							110	7900	233		0091			$-3.02
														$2,611.99

THE LINCOLN NATIONAL (V000002527)

LIFE INSURANCE COMPANY
P O BOX 0821
CAROL STREAM, IL 60132-0821

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
INSURANCE VOUCHER 9/8/16					RETIREE LIFE INS8/16	08/31/2016	110	7100	232		9001	8827		$1,182.60
														$1,182.60

VISION (V000002544)

P O BOX 82588
LINCOLN, NE 68501

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
INSURANCE VOUCHER 9/8/16					AUG 16 VISION*	08/31/2016	110	5100	233		0091			$-25.09
INSURANCE VOUCHER 9/8/16					AUGUST 16 VISION	08/31/2016	110			495		8827		$287.54
														$262.45

Grand Totals

Fund	Amount
110	$20,976.74
Grand Totals:	**$20,976.74**

Signature #1

Signature _____ Date _____

Signature #2

Signature _____ Date _____

Signatures confirm the Check and Invoice Reconciliation Reports match

ARD'S FINA STATION (V000000065)

P.O. BOX 433
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 410	Standard	157047	ARDS	07/19/2016	1014627	08/23/2016	410	7600	450		9003			$49.00
														$49.00

CENTRAL RESTURANT PR (V000001525)

PO BOX 78070
INDIANAPOLIS, IN 46278-0070

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 410	Standard	157184	CART	08/17/2016	11449309	08/26/2016	410	7600	590		9003			$615.23
														$615.23

WASTE PRO (V000009921)

TALLAHASSEE
P O BOX 865212
ORLANDO, FL 32886-5212

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 410	Standard	157265	GARBAGE	08/31/2016	1218100/1218300	08/20/2016	410	7600	385		9003			$2,050.09
														$2,050.09

Grand Totals

Fund	Amount
410	$2,714.32
Grand Totals:	**$2,714.32**

Signature #1

Signature #2

Signature	Date	Signature	Date

Signatures confirm the Check and Invoice Reconciliation Reports match

KEVIN HAEUSSER (V000010012)

824 WEST GULF BEACH DR.
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 420	Blanket	157144	HAEUSSER 16/17	08/09/2016	8/22-9/2/16 KEVIN*	09/02/2016	110	6140	310		9009	5307		$0.00
							110	6140	310		0091	5307		$0.00
														$0.00

KEVIN HAEUSSER (V000010012)

824 WEST GULF BEACH DR.
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 420	Blanket	157144	HAEUSSER 16/17	08/09/2016	8/22-9/2/16 KEVIN*	09/02/2016	420	6140	310		0091	04767		$1,615.83
							420	6140	310		9009	04767		$785.38
														$2,401.21

KING, LAURA (E019970428)

P.O. BOX 652
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 420					7/11-7/13/16 KING	07/13/2016	420	6400	330		0091	04187		$63.00
														$63.00

Grand Totals

Fund	Amount
110	$0.00
420	$2,464.21
Grand Totals:	**$2,464.21**

Signature #1

Signature _____ Date _____

Signature #2

Signature _____ Date _____

Signatures confirm the Check and Invoice Reconciliation Reports match

JACKSONVILLE SOUND C (V000004824)

PO BOX 551629
JACKSONVILLE, FL 32255

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 370	Standard	157275	JSC 8/30/16	09/07/2016	83142	08/30/2016	370	7400	682		0091	37915		$190.00
														$190.00

KEITH LAWSON COMPANY (V000006060)

KEITH LAWSON COMPANY
P O BOX 37309
TALLAHASSEE, FL 32315

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 370	Standard	157168	LAWSON LOCKER RM PROPOSAL	08/15/2016	161471	08/18/2016	370	7400	681		0091	37915		$7,082.00
														$7,082.00

SIGN DE SIGN (V000007926)

P.O. BOX 573
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
AP RUN 9/8/16 370	Standard	157264	SIGN DESIGN 8/24/16	08/31/2016	5751	08/24/2016	370	7400	672		9001	37915		$455.00
														$455.00

Grand Totals

Fund	Amount

370	$7,727.00
Grand Totals:	**$7,727.00**

Signature #1

Signature Date

Signature #2

Signature Date

Signatures confirm the Check and Invoice Reconciliation Reports match

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

FRANKLIN COUNTY SCHOOL BOARD
SPECIAL MEETING
WILLIE SPEED BOARD ROOM
JULY 26, 2016
IMMEDIATELY FOLLOWING BUDGET HEARING
MINUTES

BOARD MEMBERS PRESENT: Pam Shiver-Chair, George Thompson-Vice Chair, Pam Marshall, Stacy Kirvin 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 at 5:37 p.m. Superintendent Marks requested the following changes to the agenda:
Add V-D: 2016-17 New Hire Instructional Staff Salary Schedule
Add V-E: Request to Hire-J Rudd

Motion by Kirvin, seconded by Thompson to adopt agenda; Motion carried 5-0

II. **NINA M. MARKS-SUPERINTENDENT**

A. **New Program Recommendation**

Superintendent Marks gave a detailed explanation to the Board on her recommendation for District participation in the Navy National Defense Cadet Corp (NNDCC). The Board and Superintendent Marks discussed finding space on the campus to facilitate the program and what happens if the program fails and would the program be ready to go for the school year. The Board and Superintendent Marks discussed the cost associated with the program including the instructor and student materials. The Board discussed job duties and salary associated with the position.

Motion by Marshall, seconded by Martin to give leeway to move forward with new Navy ROTC program; Motion carried 5-0

III. **BARBARA SANDERS-BOARD ATTORNEY**

A. **City of Carrabelle-Municipal Complex-The Nest (no action taken)**

Attorney Duncan discussed with the Board relocating Nest Afterschool Program in Carrabelle. Mrs. Melanie Inzetta, Nest Project Coordinator addressed the Board and was of the opinion that the field house in Carrabelle would be adequate for the programs needs although some repairs would need to be done. Mrs. Marshall expressed concern about the field house not having windows suggested using the old bus barn which would require less work. Mr. Bud Strange, Facilities, Maintenance and Operations Manager, addressed the Board explaining the renovation cost to the field house approximately $200,000 and then proceeded to detail the list of extensive repairs. Mr. Kirvin suggested asking the City of Carrabelle to include the Nest in any new facility they build.

The Board recommended going back to the drawing board and come back with suggestions on a new location with options to discuss and suggested having someone from the City of Carrabelle to attend the meeting to discuss options.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
SPECIAL MEETING
WILLIE SPEED BOARD ROOM

JULY 26, 2016

IMMEDIATELY FOLLOWING BUDGET HEARING

MINUTES

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

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

OTHERS ABSENT: Barbara Sanders-Board Attorney

DRAFT

IV. SONJA BUFFKIN-TRANSPORTATION MANAGER

A. Request to purchase buses

The Board and Ms. Buffkin discussed if purchasing a total of 5 buses would be cost effective, if the additional 2 buses were a need or a want and the impact of the purchase on capital outlay funds. The Board, Superintendent, Ms. Buffkin and Mr. Strange, Facilities, Maintenance and Operations Manager discussed the cost effectiveness of the buses by being able to transport more students, better fuel efficiency, decrease need for bus drives and elimination/combination of bus routes.

Mrs. Venable suggested the Board should consider purchasing the additional buses due to the length of time it takes to receive the buses which could be a year. Mr. Strange suggested purchasing at least 4 if not the total 5. Mr. Kirvin expressed concern at spending so much money at one time

Motion by Marshall seconded by Thompson to approve the purchase of 2 additional buses; Motion carried 4-1 (Kirvin opposed)

V. KAREN PEDDIE-HUMAN RESOURCE DIRECTOR

A. Additional Summer Hours

Motion by Thompson, seconded by Marshall to approve item V-A; Motion carried 5-0

B. MIS Supplement for July

Mr. Thompson asked what the amount would be and Mrs. Peddie responded it was around $800.
Mr. Thompson and Mrs. Peddie discussed the number of hours worked by this employee.

Motion by Kirvin, seconded by Thompson to approve item V-B; Motion carried 5-0

C. Resignation- J Creamer

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

D. 2016-17 New Hire Instructional Staff Salary Schedule (ADDED AT MEETING)

Mrs. Peddie explained in detail the difference between this schedule and the old schedule adding the old schedule did not take into account teacher raises. The Board and Mrs. Peddie discussed this matter further.

FRANKLIN COUNTY SCHOOL BOARD
SPECIAL MEETING
WILLIE SPEED BOARD ROOM

JULY 26, 2016

IMMEDIATELY FOLLOWING BUDGET HEARING

MINUTES

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

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

OTHERS ABSENT: Barbara Sanders-Board Attorney

Mrs. Shannon Venable, Financial Services Director, shared her explanation of the new salary schedule with the Board adding this schedule is a true reflection of where our current teachers sit on the schedule.

Motion by Kirvin, seconded by Thompson to approve item V-D; Motion carried 5-0

E. Request to Hire-Assistant Principal-J Rudd **(ADDED AT MEETING)**
At the urging of the Board, Mrs. Jill Rudd and introduced herself.

Motion by Kirvin, seconded by Thompson to approve item V-E; Motion carried 5-0

VI. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

A. Purchase Orders over $10,000
Mrs. Marshall and Mrs. Venable discussed the rebate amount. Mr. Ward, President of Eagletree Technology, addressed the Board to explain how the rebates were included in current price adding these boards would be used by the teachers

Motion by Martin, seconded by Kirvin to approve item VI-A; Motion carried 5-0

VII. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. 2016-17 FCS Code of Conduct-Elementary
The Board and Dr. Summers had a lengthy discussion on this item. The Board agreed to postpone this item until the August 1, regular meeting in order allow Dr. Summers to make additions/changes.

Motion by Kirvin, seconded by Martin to postpone item VII-A until the August 1, regular meeting; Motion carried 5-0

B. 2016-17 FCS Code of Conduct-Middle School
C. 2016-17 FCS Code of Conduct-High School

Motion by Thompson, seconded by Martin to postpone items VII-B and C until the August 1, regular meeting; Motion carried 5-0

VIII. ADJOURNMENT

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

Chair Shiver adjourned the meeting at 6:34 p.m.

DRAFT

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

FRANKLIN COUNTY SCHOOL BOARD
WORKSHOP
WILLIE SPEED BOARD ROOM
AUGUST 15, 2016
5:30 PM
MINUTES

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

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

I. **CALL TO ORDER-**Chair Shiver called the workshop to order at 5:30 p.m. and then turned it over to Superintendent Marks.

II. **BOARD INFORMATION COMMENTS/DISCUSSION ITEMS**

A. Board and Superintendent Project Wish/Recommendations List

Superintendent Marks discussed each Board member's list and the actions and funds needed to funds those lists. The Board, Superintendent Marks and Mr. Strange, Facilities, Maintenance and Operations Manager, had detailed discussions on the following areas:

- ✓ Installation of LED light bulbs
- ✓ Elementary playground equipment and possible covers
- ✓ Re-sanding the gym floor
- ✓ Installation of gate house (Mr. Kirvin suggested having a bus driver man the guard gate on a rotation schedule)
- ✓ Hiring of resource officer from safe school funds and costs associated with the position
- ✓ Suggestions offered by former assistant principal Harolyn Walker
- ✓ Keeping the gate closed
- ✓ Fueling station and bus barn
- ✓ Location of bus barn
- ✓ Creation of secondary lift station
- ✓ Construction of District offices on the FCS campus
- ✓ The cost associated with construction of the bus barn up highway 65 next to the Franklin County Sheriff's Department

The Board agreed to continue the workshop at the next meeting.

Mr. Kirvin expressed concern about a deadline regarding use of the funds so they would not be lost. Mrs. Shannon Venable, Financial Services Director responded the MVLR (Motor Vehicle License Revenue) is not subject to 31 month revision provision.

Chair Shiver adjourned the workshop at 5:59 p.m.

DRAFT

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

AUGUST 15, 2016

6:00 P.M.

MINUTES

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

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

DRAFT

I. **CALL TO ORDER/ADOPTION OF AGENDA-**Chair Shiver called the meeting to order at 6:03 p.m.
Superintendent Marks requested the following changes to the agenda:
- *Add item- VII-C-P/O Over $10,000-Impero $33,880.20 (3 year quote)-added at meeting*
- *Add item-XI-B Magnifying Minds Contract correction*
- *Correct item-XII-B-Resignation-~~R Benjamin~~ to M. Kelley (corrected at meeting)*
- *Add item XII-C- Updated sub list*

Motion by Martin, seconded by Marshall to adopt agenda with changes; Motion carried 5-0

II. **INVOCATION AND PLEDGE OF ALLEGIANCE-** Stacy Kirvin

COMMENTS/DISCUSSION ITEMS

III. **NINA M MARKS-SUPERINTENDENT**
Superintendent Marks read a letter she received July 14, 2016 from Florida Wildlife Commission.

IV. **BOARD MEMBERS**
Kirvin-Discussed with Dr. Summers the plan for dual enrolled classes and using them as mentors and also clarification of excused absences in the code of conduct. Dr. Summers requested that no food or drink be allowed in the classroom and removal of headphones be added to the code of conduct.

Marshall-Discussed the corrected code of conduct be submitted to students and lack of student schedules.

Shiver-Discussed what the District was doing until a new principal was hired

Martin-Discussed how to guide first year students around the campus and have a staff member to show them around.

Thompson-Discussed with Mrs. Peddie not using PAEC for selecting the new principal and possibly using community members on the selection committees. Mrs. Peddie noted the advertisement for the position closes on August 19th. Mrs. Peddie discussed with Mr. Kirvin the process of possibly re-advertising the position if a viable candidate is not selected.

A. School Volunteer Program (CQED)
Mrs. Liz Sisung, CQED and Community member addressed the Board to discuss expanding the volunteer program and creating a community outreach program. Mr. Kirvin and Mrs. Sisung discussed creating a reading program for K-2 students. The Board expressed their appreciation for

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

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

Mrs. Sisung and her organization.

Ms. Lydia Countryman, Delta Kappa member, addressed the Board regarding piloting a one on one mentoring program.

B. City of Carrabelle (Mayor Brenda Lapaz)
Mayor Lapaz addressed the Board to explain that the City of Carrabelle was going to demo the City offices and build a new building. She detailed the reasons why the Carrabelle Commission decided to proceed in this direction. She informed the Board that the new construction would not include space for the Nest afterschool program and offered some suggestions of where the program could be re-located and she recommended the Board build a building to accommodate the afterschool program.

Mr. Kirvin and Mayor Lapaz discussed the interest of Carrabelle City Commissioners in assisting with the rehab of the building. The Board discussed having the attorneys meet to discuss the interpretation of the contract. Mayor Lapaz indicated that this process would not happen overnight.

C. Franklin County Value Adjustment Board Selection

Motion by Thompson, seconded by Marshall to appoint Kirvin to serve on the Value Adjustment Board; Motion carried 5-0

Motion by Martin, seconded by Marshall to appoint Thompson as alternate to the Value Adjustment Board; Motion carried 5-0

V. BARBARA SANDERS-BOARD ATTORNEY

A. Franklin County Forestry Scholarship Revision
Attorney Duncan explained the revisions and asked if the Board wanted with more changes.
Mr. Clint Davis, Operations Administrator of Tate's Hell Forest addressed the Board and remarked that the document looked to be in order and the Forestry service was pleased.
The Board, Attorney Duncan and Mr. Davis discussed and clarified additional changes with the Board agreeing to increase the GPA from 2.75 to 3.0 and have Attorney Duncan re-submit the document at the next meeting for approval.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

AUGUST 15, 2016

6:00 P.M.

MINUTES

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

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

VI. PUBLIC/VISITOR COMMENTS

No one from the public addressed the Board

BOARD ACTION ITEMS

VII. CONSENT ITEMS

A. Bills-080416 $458,416.88

Motion by Martin, seconded by Thompson to approve item VII-A; Motion carried 5-0

B. Minutes-07-18-16 FCSB Special Meeting-Superintendent's Proposed Tentative Budget

Motion by Marshall, seconded by Martin to approve item VII-B; Motion carried 5-0

C. P/O Over $10,000-Impero $33,880.20 (3 year quote)***-ADDED AT MEETING***

Mr. Richie Herrington Coordinator of Assessment explained how the services from this company would be used. Mr. Herrington remarked this would be paid from digital classroom monies.

Motion by Kirvin, seconded by Thompson to approve item VII-C; Motion carried 5-0

VIII. KRIS BRAY-FCS PRINCIPAL

NO ACTION ITEMS

IX. SONJA BUFFIN-TRANSPORTATION MANAGER

NO ACTION ITEMS

X. TERRY HILTON-FOOD SERVICE DIRECTOR

A. Director's Report-August (non-action item) ***(this portion of the meeting occurred out of order)***

Mrs. Hilton addressed the Board to explain how many students were served on the first day of school:

FCS: 616 Breakfasts	ABC: 168 Breakfasts	Learning Center: 7 Breakfasts
822 Lunches	252 Lunches	8 Lunches

for a grand total of 791 Breakfasts and 1,082 lunches

B. Travel Request-Staff

Motion by Kirvin, seconded by Martin to approve item X-B; Motion carried 5-0

XI. NICK O'GRADY-CURRICULUM & FEDERAL PROGRAMS DIRECTOR

A. FCS Alternative Support Personnel Contract

Motion by Kirvin, seconded by Martin to approve item XI-A; Motion carried 5-0

DRAFT

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

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

B. Magnifying Minds Contract- Correction (***ADDED AT MEETING)***

Motion by Marshall, seconded by Thompson to approve item XI-C; Motion carried 5-0

XII. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. Request to Hire-R Herrington

Mr. Thompson and Mrs. Peddie discussed the experience of the person being recommended for this position. The Board discussed the structure of the salary schedule. Mrs. Peddie remarked this salary will still be a $4,000 savings to the district. The Board discussed in detail if a brand new non-bargaining position should be given credit for experience new in this position. Mrs. Peddie remarked as the policy is written employees are given credit for similar skills. The Board and Mrs. Peddie discussed this matter at length. Superintendent Marks commented on how the MIS position is critical to the functions of the district.

Motion by Kirvin, seconded by Martin to approve item XII-A; Motion carried 3-2 (Marshall & Thompson opposed)

B. Resignation-~~R Benjamin~~ M. Kelley (corrected at meeting)

Motion by Martin, seconded by Marshall to approve item XII-B corrected resignation; Motion carried 5-0

C. Updated sub-list

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

XIII. BUD STRANGE-MAINTENANCE & OPERATIONS MANAGER

NO ACTION ITEMS

XIV. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. 2016-17 FSU Cooperative Services Agreement

Motion by Thompson, seconded by Marshall to approve item XIV-A; Motion carried 5-0

B. 2016-17 Professional Counseling Services Agreement (Horan)

Mr. Kirvin and Dr. Summers discussed the amount billable hours.

Motion by Martin, seconded by Thompson to approve item XIV-B; Motion carried 5-0

C. 2016-17 Taylor County Agreement for Visually Impaired

Motion by Thompson, seconded by Kirvin to approve item XIV-C; Motion carried 5-0

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

AUGUST 15, 2016

6:00 P.M.

MINUTES

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

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

D. 2016-17 Teat Counseling Services Agreement

Motion by Marshall, seconded by Martin to approve item XIV-D; Motion carried 5-0

XV. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

A. Denton Cove Extension Fee Recommendation

Mrs. Venable addressed the Board to discuss how the money was to be assigned. The Board and Mrs. Venable discussed this matter at length. The Board agreed to postpone discussion and action on this item until the next board meeting.

Mr. Kirvin clarified with Attorney Duncan that the wording of the original contact did not change and would reflect the sale and acquisition of 2.04 acres. Attorney Duncan responded nothing had changed from the original contract and that Denton Cove was just exercising their right extend the closing date.

Attorney Duncan requested a workshop to be scheduled for the September meeting on truancy.

XVI. ADJOURNMENT

Motion by Martin seconded by Thompson to adjourn; Motion carried 5-0

Chair Shiver adjourned the meeting at 7:25 p.m.

DRAFT

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: **September 12, 2016**

TO: **Nina Marks, Superintendent**

FROM: **Sonja Buffkin, Transportation Manager**

RE: **Bus Discipline**

As of Friday, September 9, 2016 we have 46 reported bus discipline referrals in FOCUS. Attached you will find a bus discipline report as you requested for informational purpose. I spoke with Christy Thompson and she agrees this number is fairly accurate. I have also attached a list of buses with bus aides and buses that in the near future would benefit from having an aide placed on those buses.

If you have any further questions you may reach me at 850-670-2800 x3105.

Sincerely,

Sonja Buffkin
Transportation Manager

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

46 referrals

Student ID	Grade	School	Bus Number	Incident Date	Location	Discipline Code
1906001717	08	Secondary - Franklin County School		Thu Aug 18, 2016	On the Bus	INS - Insubordination
1907002151	08	Secondary - Franklin County School		Thu Aug 18, 2016	On the Bus	INS - Insubordination
1912003370	04	Elementary - Franklin County Schools		Fri Sep 9, 2016	On the Bus	DCN - Disorderly Conduct
1910002781	05	Elementary - Franklin County Schools		Thu Aug 18, 2016	On the Bus	INS - Insubordination
1912003442	03	Elementary - Franklin County Schools		Wed Sep 7, 2016	On the Bus	DCN - Disorderly Conduct
1911003113	05	Elementary - Franklin County Schools		Thu Aug 18, 2016	On the Bus	INS - Insubordination
1920000634	KG	Elementary - Franklin County Schools	42	Wed Aug 31, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003349	04	Elementary - Franklin County Schools	42	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000098	04	Elementary - Franklin County Schools	42	Fri Aug 26, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000703	KG	Elementary - Franklin County Schools	42	Wed Aug 31, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003433	04	Elementary - Franklin County Schools	42	Wed Aug 24, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003375	02	Elementary - Franklin County Schools	42	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000141	03	Elementary - Franklin County Schools	42	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003303	04	Elementary - Franklin County Schools	44	Fri Aug 19, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000290	02	Elementary - Franklin County Schools	44	Thu Aug 18, 2016	On the Bus	AGG - Aggressive Acts/Trip, Push,Hit
1920000289	02	Elementary - Franklin County Schools	44	Wed Aug 17, 2016	On the Bus	HSP - Horseplay
1920000693	01	Elementary - Franklin County Schools	44	Wed Aug 17, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000348	03	Elementary - Franklin County Schools	44	Thu Aug 18, 2016	On the Bus	DIS - Disobey/Disrespect to Others
1920000348	03	Elementary - Franklin County Schools	44	Wed Aug 17, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000348	03	Elementary - Franklin County Schools	44	Fri Aug 19, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000328	03	Elementary - Franklin County Schools	44	Tue Aug 16, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003395	04	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	DCN - Disorderly Conduct
1912003395	04	Elementary - Franklin County Schools	46	Fri Sep 9, 2016	On the Bus	DCN - Disorderly Conduct
1912003395	04	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety

1911003274	03	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	DCN - Disorderly Conduct
1910002749	05	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	DCN - Disorderly Conduct
1910002749	05	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	HSP - Horseplay
1920000145	03	Elementary - Franklin County Schools	46	Fri Sep 9, 2016	On the Bus	DCN - Disorderly Conduct
1920000145	03	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000582	01	Elementary - Franklin County Schools	46	Fri Sep 9, 2016	On the Bus	DEF - Defiance of Authority
1920000582	01	Elementary - Franklin County Schools	46	Fri Aug 26, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003383	03	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	DCN - Disorderly Conduct
1912003383	03	Elementary - Franklin County Schools	46	Sun Sep 11, 2016	On the Bus	DCN - Disorderly Conduct
1912003383	03	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003389	05	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000809	PK	Elementary - Franklin County Schools	46	Fri Aug 26, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000291	02	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	DCN - Disorderly Conduct
1920000291	02	Elementary - Franklin County Schools	46	Fri Sep 9, 2016	On the Bus	DCN - Disorderly Conduct
1920000291	02	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1912003370	04	Elementary - Franklin County Schools	46	Thu Aug 25, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1920000651	KG	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	DCN - Disorderly Conduct
1920000651	KG	Elementary - Franklin County Schools	46	Fri Sep 9, 2016	On the Bus	DCN - Disorderly Conduct
1920000651	KG	Elementary - Franklin County Schools	46	Fri Aug 26, 2016	On the Bus	FTF - Failure to Follow Bus Safety
1911003172	05	Elementary - Franklin County Schools	46	Fri Sep 9, 2016	On the Bus	DCN - Disorderly Conduct
1911003172	05	Elementary - Franklin County Schools	46	Thu Sep 8, 2016	On the Bus	FFC - Fail to Follow Cls/Schl Rules
1907002152	09	Secondary - Franklin County School	46	Wed Sep 7, 2016	On the Bus	EAT - Eating or Drinking on Bus

Bus Aide List 2016-2017

Bus #	Driver	Zone	Aide
39	Tharpe	Apalachicola	None
46	Byrd	Apalachicola	Pending
48	Davis	Apalachicola	Pending
51	Jones	Apalachicola	Zach Jones
38	Henderson	Carrabelle	None
42	Norris	Carrabelle	None
44	Martin	Carrabelle	Mrs. Boyd
47	Revell	Carrabelle	Yolanda Collins
49	Hollenbeck	Carrabelle	Pending
31	Dasher	Eastpoint	Pending
40	Frye	Eastpoint	Pending
41	Golden	Eastpoint	None
43	White	Eastpoint	None
45	Cloninger	Eastpoint	None

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 Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: September 12, 2016

It is my recommendation that the Board approve the attached coaching recommendations pending completion of pre-employment procedures, which specifically include the following:

- Verification of Coaching Certification
- Fingerprinting and Background Screening
- Drug Screening

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

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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www.franklincountyschool.org

Karen Peddie <kpeddie@franklin.k12.fl.us>

Fwd: Coaching Reccomendations 2016/2017

Scott Collins <scollins@franklin.k12.fl.us>
To: Karen Peddie <kpeddie@franklin.k12.fl.us>

Fri, Aug 26, 2016 at 1:43 PM

---------- Forwarded message ----------
From: **Scott Collins** <scollins@franklin.k12.fl.us>
Date: Thu, Aug 18, 2016 at 10:39 AM
Subject: Coaching Reccomendations 2016/2017
To: Jill Rudd <jrudd@franklin.k12.fl.us>, Kris Bray <kbray@franklin.k12.fl.us>

Fall *

Head VB - Tara Klink
Asst. VB - Hillary Stanton
Asst. VB, Head M.S. - Deiara Prince
Head Cross Country - Katie Hathcock
Asst. Croxx Country - Jason Luquis
Head Girls Golf - Scott Collins
Head FB - Randy Brock
Asst. FB - Mike Todd
Asst. FB - Jamie Robinson
Asst. FB - Aaron Bodin
Asst. FB - Gene McCleod
Asst. FB, Head M.S. - Tony Yeomans

***APPROVED**
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Winter *

Head Boys Basketball - Mackenzie Williams
Asst. Boys Basketball - Tydron Wynn
Asst. Boys Basketball, Head M.S. - Jeremy Williams
Statistician Boys Basketball - Jamie Robinson
Head Girls Basketball - Tony Yeomans
Asst. Girls Basketball - Jason Luquis
Asst. Girls Basketball, Head M.S. - Paul Bankston
Statistician Girls Basketball - Angeline Stanley
Head Boys Soccer - Carlos Canas
Asst. Boys Soccer - Zach Howze
Head Girls Soccer - David Cochrane
Asst. Girls Soccer - Open at this time
Head Girls Weightlifting - Kassi Malcolm

***APPROVED**
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Spring **-NO ACTION TAKEN (POSTPONED UNTIL OCT 3 MEETING)**

Head Baseball - Aaron Bodin
Asst. Baseball - Gene Mcleoud
Asst. Baseball - Open at this time
Asst. Baseball, Head M.S. - Kevin Newell
Head Softball - Scott Collins
Asst. Softball - Mike Todd
Asst. Softball - Teresa Segree
Asst. Softball, Head M.S. - Brock Johnson
Head Track - Jason Luquis
Asst. Track - Amber Croom
Head Boys Weightlifting - Randy Brock

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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

MEMORANDUM

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: September 12, 2016

It is my recommendation that the attached mentors be approved for the 2016-2017 school year.

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

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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The following teachers are recommended to be mentors to the following new teachers for the 2016 – 2017 school year.

Mentor	Teacher
Katrina Ham	Eliza Joyner
Sarah Messer	Tammy Davis
Leigh Smith	Tawanda Bowen
Harolyn Walker	Galen Ringo
Gretchen Millender	Joy ~~Corrino~~ **Carrino**
Sandy Pentzer	Kayla Siprell
Natasha Pennycuff	Russ Elser
Sherry Bass	Patty Lester
Christy Thompson	Aaron Bodin

FRANKLIN COUNTY DISTRICT SCHOOLS

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Eastpoint FL 32328
(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: September 12, 2016

RE: Summer Hours

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

It is my recommendation that the following additional summer hours be approved:

Ms. Lynn Clark – 30 hours August 1 – August 4th for ESE

Ms. Leigh Smith – 7.5 hours, August 3rd for ESE

Ms. Kassi Malcolm – 6 hours, August 2nd for curriculum design

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: Putnal (LAST) Dana (FIRST) ____ (M.I.)

JOB TITLE: Parent Liaison

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

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Start Date: 2/20/16 **Placement Level:** ____ **Starting Salary: $** 14.00

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

Comments:

SUPERVISOR SIGNATURE: Melanie K Smyth ____ **DATE**

RECOMMENDED: ____ **FINANCE DIRECTOR** ____ **DATE**

RECOMMENDED: Karen Peddrew **HUMAN RESOURCE DIRECTOR** 9/12/16 **DATE**

RECOMMENDED: ____ **SUPERINTENDENT** ____ **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

The Nest

85 School Road, Suite One, Eastpoint, Florida, 32328 / 850-670-2810 x 4131

Sept 9, 2016

Reference: New Hire

Dear Superintendent Marks

This letter is to request approval to hire Dana Putnal as a Parent Liaison for The Nest –Carrabelle Site. In order to meet the requirements of the 21st CCLC grant, it is key that we fill the aide position. Attached you will find the required forms and documentation for this potential employee.

Thank you for your consideration in this matter.

Sincerely

Melonie K Inzetta

Melonie Inzetta
Project Coordinator "The Nest" Afterschool Program
(850) 670-2810 ext. 4131

Application for Employment

PLEASE NOTE: *A complete application includes three (3) letters of reference and copies of any certification/licenses. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be considered. If you have no information to enter in a section, please write N/A. The Franklin County School District is an Equal Opportunity Employer and a Drug Free Workplace.*

PERSONAL INFORMATION

Name (Last, First, MI)
Putnal, Dana Michelle

Email
dputnal@franklin.k12.fl.us

[redacted]

Have you ever been bonded? no
If so, by what company?

ber

Date available to begin work?
8/24/2016

Are you over the age of 18 and legally eligible for employment in the United States? ✓ Yes ___ No

List all relatives or friends that work for FCSB
I know most everyone

Have you ever been convicted of a crime? no
If so, please describe (attach on a separate sheet of paper)

Have you ever been employed with the FCSB?
Position Para Supervisor Tammy Sasnett

If you hold a teaching certification please indicate below
Certificate # ___ State ___

Are you retired? ___ Yes ✓ No
If yes, date retired:

Are you claiming Veteran's Preference? ___ Yes x No. If yes, attach a DD214 or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable.

List all skills or trainings obtained that are related to position desired
Assistant Director for a Child Development Center, Customer Service, Para for Prek working with children and parents

List professional memberships, committee work, community and church activities, etc.

RECORD OF EDUCATION

Name of School or Institution	Course of Study	Degree or Diploma	Date Received
High School: Carrabelle High School		High School Diploma	1993
College: GCC College/CF College	Early Education		
Special			
Other			

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

INSTRUCTIONAL APPLICANTS ONLY

Answer the following questions in your own handwriting and submit on a separate sheet of paper

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

List any extra-curricular/supplemental experience or training that you have

All information contained in the application is public record subject to disclosure under the provisions of Florida Statues, Section 119.07, except as may be specifically excluded by this statute. Employment of personnel in Franklin County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference. Any person who believes he/she may need reasonable accommodations during the application or interview process should notify the Human Resource Department @ 850-670-2810 extension 4128.

EMPLOYMENT HISTORY

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if appli
Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as o
application. All information in this section must be completed. Resumes may be attached to provide additional information. All former employers/supervisors may be contact

From	To	Employer	Supervisor	Address with phone number	Position	Hours/ Week	Reason For Leavi
10/2014		FCS	Tammy Sasnett	Franklin County	Para	37	
12/11	10/14	Baby Sitting	Self Employed	Po Box 135 Carrabelle		40	Started with
01/09	12/11	Tug Hill Construction	Omar Valez	EL Paso Texas	Safety Manager	60+	Moved home to raise
02/08	01/09	Angels in Training	Tony	Monticello Fl	PK Teacher	40	Moved with husb
2/2003	2/2008	Nannies Playhouse	Nancy Cone	802 gray ave Carrabelle	Asst site Director	40	Moved with husb

SUBSTANCE ABUSE AND FINGERPRINT 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 Count
Board requires pre-employment screening examinations. By signing below it is understood that the Board is released from liability. Initial positive drug/alcohol results will requi
Confirmation Test. If the Confirmation Test supports initial positive findings, these findings will be reviewed with the applicant and employment will be denied.
Employment is contingent until all results being received and reviewed by Human Resources.

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

1) Complete an application, indicating the position desired, (teachers must include subject area), attach three (3) letters of reference, provide documentation of education in t
of transcripts or certification to the Human Resources Department.
2) Schedule to have your fingerprints processed at the District Office by the Automated Fingerprint-based System. There is a nonrefundable fee of $52.75, payable in advance
either Visa/Mastercard or money order made payable to Cogent Systems. You may register online and make payment by internet: http://www.cogentid.com or by calling 1-
365-6767.
3) Present the Human Resources Department with $35.00 (must be exact) or a money order made out to the Franklin County District Office for a drug screen form. You must p
this form to any Quest Diagnostics Lab; test results will be forwarded to the HR Department.

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
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
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
obtain from them the nature and substance of the information contained in the report.

I UNDERSTAND THAT SHOULD I FAIL THE PRE-EMPLOYMENT SCREENING OR BACKGROUND CHECK, I WILL NOT BE APPROVED FOR EMPLOYMENT IN THE DISTRICT.

Dana Pitrel
PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

8-23-16
DATE

To Whom It May Concern:

I would like to recommend, Ms. Dana Putnal for the position of Parent Liaison for Franklin County School Nest afterschool program.

I have known Dana for five years. Dana was previously my para in the VPK pre-k program. In this role, Dana has a considerable amount of responsibilities and she handled them with professionalism. She showed skills to communicate with parents and staff. I have always found Dana to be very understanding and considerate of all the students and their families.

Dana is reliable, dedicated and hardworking. I believe that Dana will be an asset to the Nest in the position of Parent Liaison.

Thank you,

Ms. Tammy Sasnett

Franklin County Pre-k

850-670-2800

I am writing on behalf of Dana Putnal regarding the position of Parent Liaison at the Carrabelle Nest. I have worked with Dana for many years. During that time, I have gotten to know Dana really well and can fully vouch for her character and abilities.

Dana is a pleasure to work with because her pleasant and positive attitude. Dana is a hard worker she will put in the extra hours to get the job done. She is a valuable asset to any team. Dana is honest and dependable and a team player.

Without a doubt, I recommend Dana to join your team at the Carrabelle Nest. I know that she will be a beneficial addition to your program.

Thanks,

Lisa Murray

156 Otter Slide Rd

Eastpoint, Fl 32328

(850)340-0600

To Whom It May Concern,

I am writing this letter with great pleasure as a letter of recommendation for Dana Putnal. I've had the opportunity to get to know her in the past several years. Dana had worked with other teachers when I first met her and then for the past two years she and I have worked in the same class together. Dana has great leadership skills and is a great team player. She also has the knowledge and understanding of running a class room and knowing the right steps to take when she needs to have parent involvement or meetings.

I believe with all her trainings and experience she is more than highly qualified for the position of Parent Liaison.

If you have any questions and concerns please feel free to contact me at the number listed above.

Sincerely,

Patty Kulick

The Nest

85 School Road, Suite One, Eastpoint, Florida, 32328 / 850-670-2810 x 4131

Sept 9, 2016

Reference: New Hire

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Dear Superintendent Marks

This letter is to request approval to hire Jo Alice Buzier as a teacher's aide for The Nest – Carrabelle Site. In order to meet the requirements of the 21st CCLC grant, it is key that we fill the aide position. Attached you will find the required forms and documentation for this potential employee.

Thank you for your consideration in this matter.

Sincerely

Melonie Inzetta
Project Coordinator "The Nest" Afterschool Program
(850) 670-2810 ext. 4131

FRANKLIN COUNTY SCHOOL DISTRICT

REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Buzier (LAST) JoAlice (FIRST) _____ (M.I.)

JOB TITLE: Enrichment Leader

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

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Start Date: 9/20/16 **Placement Level:** _____ **Starting Salary: $** 13.00

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

Comments:

SUPERVISOR SIGNATURE: Melonie K Lnzette _____ **DATE**

RECOMMENDED: _____ **FINANCE DIRECTOR** _____ **DATE**

RECOMMENDED: Karen Peddie **HUMAN RESOURCE DIRECTOR** 9/12/16 **DATE**

RECOMMENDED: _____ **SUPERINTENDENT** _____ **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

Franklin County School District
Human Resource Department
85 School Rd. Eastpoint, FL 32328
850-670-2810 fax: 850-670-8579

Today's Date: 3-23-16

Position Desired: Para - Nest Aide (C Belle)

Franklin County School District

Application for Employment

PLEASE NOTE: *A complete application includes three (3) letters of reference and copies of any certification/licenses. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be considered. If you have no information to enter in a section, please write N/A. The Franklin County School District is an Equal Opportunity Employer and a Drug Free Workplace.*

PERSONAL INFORMATION

Name (Last, First, MI) Buzier JoAlice

Email

[redacted]

Have you ever been bonded? no
If so, by what company?

Date available to begin work? immediatly

Are you over the age of 18 and legally eligible for employment in the United States? V Yes ___No

List all relatives or friends that work for FCSB

Have you ever been convicted of a crime? NO
If so, please describe (attach on a separate sheet of paper)

Have you ever been employed with the FCSB?
Position Para Supervisor

If you hold a teaching certification please indicate below
Certificate # _____ State _____

Are you retired? _ _Yes X_No
If yes, date retired: _____

Are you claiming Veteran's Preference? ___Yes ___No. If yes, attach a DD214 or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable.

List all skills or trainings obtained that are related to position desired 30 yrs as a Para

List professional memberships, committee work, community and church activities, etc.

RECORD OF EDUCATION

Name of School or Institution	Course of Study	Degree or Diploma	Date Received
High School Carrabelle		Diploma 12th grade	
College			
Special ESE certificate			
Other			

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

INSTRUCTIONAL APPLICANTS ONLY

Answer the following questions in your own handwriting and submit on a separate sheet of paper

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

List any extra-curricular/supplemental experience or training that you have

All information contained in the application is public record subject to disclosure under the provisions of Florida Statues, Section 119.07, except as may be specifically excluded by this statute. Employment of personnel in Franklin County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference. Any person who believes he/she may need reasonable accommodations during the application or interview process should notify the Human Resource Department @ 850-670-2810 extension 4128.

EMPLOYMENT HISTORY

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information. All former employers/supervisors may be contacted.

From	To	Employer	Supervisor	Address with phone number	Position	Hours/ Week	Reason For Leaving

SUBSTANCE ABUSE AND FINGERPRINT 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 requires pre-employment screening examinations. By signing below it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Confirmation Test supports initial positive findings, these findings will be reviewed with the applicant and employment will be denied. Employment is contingent until all results being received and reviewed by Human Resources.

Persons who are to be recommended for employment and applicants who wish to substitute in a teaching, school food service, transportation, or custodial position are 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, provide documentation of education in the form of transcripts or certification to the Human Resources Department.
2) Schedule to have your fingerprints processed at the District Office by the Automated Fingerprint-based System. There is a nonrefundable fee of $52.75, payable in advance with either Visa/Mastercard or money order made payable to Cogent Systems. You may register online and make payment by internet: http://www.cogentid.com or by calling 1-866-365-6767.
3) Present the Human Resources Department with $35.00 (must be exact) or a money order made out to the Franklin County District Office for a drug screen form. You must present this form to any Quest Diagnostics Lab; test results will be forwarded to the HR Department.

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.

I UNDERSTAND THAT SHOULD I FAIL THE PRE-EMPLOYMENT SCREENING OR BACKGROUND CHECK, I WILL NOT BE APPROVED FOR EMPLOYMENT IN THE DISTRICT.

JoAlice Buzier
PRINTED NAME OF APPLICANT

JoAlice Buzier 8-23-16
SIGNATURE OF APPLICANT DATE

To Whom It May Concern:

I would like to recommend JoAlice Buzier as a candidate for a position with your organization. In her position as a para-professional, Mrs. Buzier is doing an excellent job, and is an asset to our organization. During her tenure with the school system she has demonstrated exceptional work ethic. She has excellent written and verbal communication skills, is extremely organized, can work independently and is able to follow through to ensure that the job gets done.

Mrs. Buzier is always willing to offer her assistance and has an excellent rapport with the many constituents served by our office including students, employers, and other professional organizations. She would be an asset to any employer and I recommend her for any endeavor she chooses to pursue.

Yours truly,

Brenee Mitchell

8/22/16

To whom it may concern,

I have worked closely with Jo Alice Buzier for many years. I am lucky enough to have her assistance with my language arts class. She assists with small group time and the students love to work with her. They even argue about who goes next! She is trustworthy and dependable. I highly recommend her for any job position in the field of education.

Andrea Keuchel

Andrea Keuchel

8/22/16

To whom it may concern,

I have worked closely with Jo Alice Buzier for many years. I am lucky enough to have her assistance with my language arts class. She assists with small group time and the students love to work with her. They even argue about who goes next! She is trustworthy and dependable. I highly recommend her for any job position in the field of education.

Andrea Keuchel

Andrea Keuchel

The Nest

85 School Road, Suite One, Eastpoint, Florida, 32328 / 850-670-2810 x 4131

Sept 9, 2016

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Reference: New Hire

Dear Superintendent Marks

This letter is to request approval to hire Joan Huckeba as a teacher's aide for The Nest – Eastpoint Site. In order to meet the requirements of the 21st CCLC grant, it is key that we fill the aide position. Attached you will find the required forms and documentation for this potential employee.

Thank you for your consideration in this matter.

Sincerely

Melonie Inzetta
Project Coordinator "The Nest" Afterschool Program
(850) 670-2810 ext. 4131

FRANKLIN COUNTY SCHOOL DISTRICT
REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Huckeba (LAST) Joan (FIRST) ____ (M.I.)

JOB TITLE: Enrichment Leader

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

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Start Date: 9/20/16 **Placement Level:** ____ **Starting Salary: $** 13.00

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

Comments:

SUPERVISOR SIGNATURE: Melonie K Ingetta — **DATE** 9/9/16

RECOMMENDED: ____ **FINANCE DIRECTOR** — **DATE** ____

RECOMMENDED: Karen Priddie **HUMAN RESOURCE DIRECTOR** — **DATE** 9/12/16

RECOMMENDED: ____ **SUPERINTENDENT** — **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

Franklin County School District
Human Resource Department
85 School Rd. Eastpoint, FL 32328
850-670-2810 fax: 850-670-8579

Today's Date: 8-15-16
Position Desired: Nest Aide

Franklin County School District

Application for Employment

PLEASE NOTE: *A complete application includes three (3) letters of reference and copies of any certification/licenses. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be considered. If you have no information to enter in a section, please write N/A. The Franklin County School District is an Equal Opportunity Employer and a Drug Free Workplace.*

PERSONAL INFORMATION

Name (Last, First, MI) Huckeba, Joan

Email [redacted]

[redacted]

Have you ever been bonded? No
If so, by what company?

Date available to begin work? 8-22-16

Are you over the age of 18 and legally eligible for employment in the United States? X Yes ___ No

List all relatives or friends that work for FCSB

Have you ever been convicted of a crime in the past 10 years? If so please describe (attach on a separate sheet of paper) No

Have you ever been employed with the FCSB?
Position Med. Aide Supervisor Brenda Wilson

If you hold a teaching certification please indicate below
Certificate # ___ State ___

Are you retired? ___ Yes X No
If yes, date retired: ___

Are you claiming Veteran's Preference? ___ Yes X No. If yes, attach a DD214 or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable.

List all skills or trainings obtained that are related to position desired
LPN, Paraprofessional, HIPPY Home Visitor, piano

List professional memberships, committee work, community and church activities, etc.

RECORD OF EDUCATION

	Name of School or Institution	Course of Study	Degree or Diploma	Date Received
High School	Valley H.S.	General	N.S. Dip.	1962
College	SWC State Jr. College	Gen, Music	2 yrs.	1964
Special	Haney Voc. Sc.	Nursing	LPN	1996
Other				

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

INSTRUCTIONAL APPLICANTS ONLY

Answer the following questions in your own handwriting and submit on a separate sheet of paper

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

List any extra-curricular/supplemental experience or training that you have

All information contained in the application is public record subject to disclosure under the provisions of Florida Statues, Section 119.07, except as may be specifically excluded by this statute. Employment of personnel in Franklin County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference. Any person who believes he/she may need reasonable accommodations during the application or interview process should notify the Human Resource Department @ 850-670-2810 extension 4128.

EMPLOYMENT HISTORY

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information. All former employers/supervisors may be contacted.

From	To	Employer	Supervisor	Address	Position	Hours/ Week	Reason For Leaving
2015	2016	PHFC	Kristyn Dow	HJ, PPY	Home Visitor	35	Prog. closed
1970	2013	Franklin Co. School	Brenda Wilson	$S Sc. Rd. F.P.	Paraprof.	35	Retired
96	2000	Hospitals	Head R.D	Apal. P.C. FL	LPN	40	better opp.
1988	1995	JTPA	Prog. Mgr.	Port St. Joe, Fl.	Sum. Youth	40	Program ended
1981	1984	Apa. Coca-Cola	Clerk	Apal., Fl.	clerk	40	better opp.
			Oscar Medley				

SUBSTANCE ABUSE AND FINGERPRINT 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 requires pre-employment screening examinations. By signing below it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Confirmation Test supports initial positive findings, these findings will be reviewed with the applicant and employment will be denied. Employment is contingent until all results being received and reviewed by Human Resources.

Persons who are to be recommended for employment and applicants who wish to substitute in a teaching, school food service, transportation, or custodial position are 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, provide documentation of education in the form of transcripts or certification to the Human Resources Department.
2) Schedule to have your fingerprints processed at the District Office by the Automated Fingerprint-based System. There is a nonrefundable fee of $52.75, payable in advance with either Visa/Mastercard or money order made payable to Cogent Systems. You may register online and make payment by internet: http://www.cogentid.com or by calling 1-866-365-6767.
3) Present the Human Resources Department with $35.00 (must be exact) or a money order made out to the Franklin County District Office for a drug screen form. You must present this form to any Quest Diagnostics Lab; test results will be forwarded to the HR Department.

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.

I UNDERSTAND THAT SHOULD I FAIL THE PRE-EMPLOYMENT SCREENING OR BACKGROUND CHECK, I WILL NOT BE APPROVED FOR EMPLOYMENT IN THE DISTRICT.

Joan Huckeba
PRINTED NAME OF APPLICANT

Joan Huckeba 8-15-16
SIGNATURE OF APPLICANT DATE

June 8, 2016

To Whom It May Concern:

One of Joan's most valuable attributes is the ability to work as a team player in order to accomplish the organization's goals. She is a retired from Franklin County School District and has been a local resident for 50 years. She is familiar with the history of this area and has worked with churches, schools, and local community to meet the needs of the disadvantaged throughout the years.

She possesses the technical and business experience which enables her to efficiently manage resources entrusted to her. During her years of employment with the school district, she has been proactive and self-motivating in carrying out her duties.

Joan has served as the pianist for the past 46 years for the First Baptist Church and has been involved in many church, civic and school activities. She has always had compassion for students, the elderly, and disabled and has helped provide toys, clothes, and assistance to many people over the years.

I would not hesitate to hire her in the position for which she is applying. Please contact me if you have any questions or concerns.

Sincerely,

Brenda Wilson

Brenda Wilson
Director of Special Programs (Retired)
Franklin School District
850-653-5836
bwilson7080@gmail.com

PO Box 532
Apalachicola, Florida 32329

August 15, 2016

Joan Huckeba
Apalachicola, Fl 32320

To Whom It May Concern:

I strongly recommend my colleague, Joan Huckeba, for employment. I have had the pleasure of working alongside her for several years with the Medical Health Aide program, where she has been entrusted with a great deal of responsibility.

I have had the opportunity to observe Joan's professional skills as well as interpersonal style. She is consistently pleasant, and takes on all assignments with enthusiasm and dedication. I could always count on her positive attitude.

Regardless of deadlines or other pressure, Joan always delivers. Her superior organizational skills make her the consummate multi-tasker.

Contact me at 850-653-8383 if I can be of service.

Sincerely,

Wanda Teat, M.ED., LMHC

August 19, 2016

To whom it may concern,

I am writing a letter of recommendation for Ms. Joan Huckabee. I had the pleasure of supervising her at Early Head Start Early Education Center in Apalachicola, FL. Ms. Huckabee was an excellent teacher and worked well with our families.

I believe Ms. Huckabee will be an asset to your program. If you have any questions please feel free to call me at (850) 445-4017.

Sincerely,

Erica Lawrence

The Nest

85 School Road, Suite One, Eastpoint, Florida, 32328 / 850-670-2810 x 4131

Sept 9, 2016

Reference: New Hire

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Dear Superintendent Marks

This letter is to request approval to hire Ruby Chipman as a custodian for The Nest –Carrabelle Site. In order to meet the requirements of the 21st CCLC grant, it is key that we fill the aide position. Attached you will find the required forms and documentation for this potential employee.

Thank you for your consideration in this matter.

Sincerely

Melonie Inzetta
Project Coordinator "The Nest" Afterschool Program
(850) 670-2810 ext. 4131

FRANKLIN COUNTY SCHOOL DISTRICT
REQUEST TO HIRE

APPLICANT INFORMATION

APPLICANT NAME: Chipman (LAST) Ruby (FIRST) _____ (M.I.)

JOB TITLE: Custodian

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

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Start Date: 9/20/16 **Placement Level:** _____ **Starting Salary: $** 10.00

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

Comments:

SUPERVISOR SIGNATURE: Melanie K Smyth — **DATE** 9/9/16

RECOMMENDED: _____ (FINANCE DIRECTOR) — **DATE** _____

RECOMMENDED: Karen Peddie (HUMAN RESOURCE DIRECTOR) — **DATE** 9/12/16

RECOMMENDED: _____ (SUPERINTENDENT) — **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**

[redacted]

Application for Employment

PLEASE NOTE: *A complete application includes three (3) letters of reference and copies of any certification/licenses. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be considered. If you have no information to enter in a section, please write N/A. The Franklin County School District is an Equal Opportunity Employer and a Drug Free Workplace.*

PERSONAL INFORMATION

Name (Last, First, MI) Chipman, Ruby	Email
[redacted]	
	Have you ever been bonded? No If so, by what company? _____
mber	Date available to begin work? 8.26.2016
Are you over the age of 18 and legally eligible for employment in the United States? ✓ Yes ✓ No	List all relatives or friends that work for FCSB Louise Chipman
Have you ever been convicted of a crime? No If so, please describe (attach on a separate sheet of paper)	Have you ever been employed with the FCSB? Position Custodian Supervisor _____
If you hold a teaching certification please indicate below Certificate # _____ State _____	Are you retired? ✓ Yes ✓ No If yes, date retired: _____
Are you claiming Veteran's Preference? ____Yes X No. If yes, attach a DD214 or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable.	
List all skills or trainings obtained that are related to position desired All custodial skills	
List professional memberships, committee work, community and church activities, etc.	

RECORD OF EDUCATION

Name of School or Institution	Course of Study	Degree or Diploma	Date Received
High School Carrabelle High			1982
College			
Special			
Other			

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

INSTRUCTIONAL APPLICANTS ONLY

Answer the following questions in your own handwriting and submit on a separate sheet of paper

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

List any extra-curricular/supplemental experience or training that you have

All information contained in the application is public record subject to disclosure under the provisions of Florida Statues, Section 119.07, except as may be specifically excluded by this statute. Employment of personnel in Franklin County School District is in compliance with Federal and State Laws regarding nondiscrimination and preference. Any person who believes he/she may need reasonable accommodations during the application or interview process should notify the Human Resource Department @ 850-670-2810 extension 4128.

EMPLOYMENT HISTORY

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Employer	Supervisor	Address with phone number	Position	Hours/ Week	Reason For Leaving
State park service	Cody			40	Still there

SUBSTANCE ABUSE AND FINGERPRINT POLICY

ing 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 uires pre-employment screening examinations. By signing below it is understood that the Board is released from liability. Initial positive drug/alcohol results will require a Confirmation Test. If the Confirmation Test supports initial positive findings, these findings will be reviewed with the applicant and employment will be denied. Employment is contingent until all results being received and reviewed by Human Resources.

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dule to have your fingerprints processed at the District Office by the Automated Fingerprint-based System. There is a nonrefundable fee of $52.75, payable in advance with r Visa/Mastercard or money order made payable to Cogent Systems. You may register online and make payment by internet: http://www.cogentid.com or by calling 1-866-)767.

nt the Human Resources Department with $35.00 (must be exact) or a money order made out to the Franklin County District Office for a drug screen form. You must present orm to any Quest Diagnostics Lab; test results will be forwarded to the HR Department.

ation 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 st 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 ting 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.

I UNDERSTAND THAT SHOULD I FAIL THE PRE-EMPLOYMENT SCREENING OR BACKGROUND CHECK, I WILL NOT BE APPROVED FOR EMPLOYMENT IN THE DISTRICT.

y Chipman

INTED NAME OF APPLICANT

Ruby Chipman

SIGNATURE OF APPLICANT

8.26.16

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 Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources KP

DATE: September 12, 2016

RE: Allison Chipman Salary Classification

Ms. Chipman is eligible for a salary classification adjustment, therefore I recommend she be placed on the Specialist II salary schedule at her current place of 2.

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

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

Nina M Marks
Superintendent

FRANKLIN COUNTY DISTRICT SCHOOLS

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



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: September 12, 2016

It is my recommendation that the Board consider the attached request for leave of absence given the current driver shortage.

NO ACTION TAKEN
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

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

Karen Peddie <kpeddie@franklin.k12.fl.us>

FMLA

Sarah Henderson <shenderson@franklin.k12.fl.us> Fri, Sep 9, 2016 at 12:01 PM
To: Karen Peddie <kpeddie@franklin.k12.fl.us>

To Whom It May Concern:

I am a bus driver and am having some medical issues so I have not been able to work. I have not been employed there for a year so I do not qualify for FMLA and I am requesting a leave of absence until October 1st! I go to a doctor on September 21st and they should give me some medication to help me. I'm requesting until the 1st of October to give the medication time to work! I love working in Franklin county and I love my bus route. I am requesting this leave of absence so that I may come back to work and have my same route! If you need to contact me please feel free to do so at 850-274-3201!

Thank you for your time and consideration,
Sarah Henderson
[Quoted text hidden]

NO ACTION TAKEN
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

NAME	DEPARTMENT	TELEPHONE	STATUS	EMAIL
DASHER, DEE DEE	BUS DRIVER	850-653-5653	UPDATE	
RAY, SHERYL	CUSTODIAL	850-653-3316	UPDATE	
BANKS, ANNIE	FOOD SERVICE	850-653-5917	UPDATE	
CASTILLO, MIGUEL	FOOD SERVICE	850-	NEW	
CROOM, AMBER	FOOD SERVICE	850-323-1798	UPDATE	
CUMMINGS, STACY	FOOD SERVICE	850-653-6758	UPDATE	
FENNELL, LATOYA	FOOD SERVICE	850-653-6337	UPDATE	LATOYA.FENNELL@GMAIL.COM
FREEMAN, SHIRLEY	FOOD SERVICE	850-799-1065	UPDATE	
GORDON, BRIANNA	FOOD SERVICE	850-323-0876	UPDATE	
HARVEY, PHYLLECHIA	FOOD SERVICE	850-625-9245	UPDATE	LISAWODFORD@YAHOO.COM
McCLURE, DEBORAH	FOOD SERVICE	850-228-8521	UPDATE	DOGISLANDPOKEY@HOTMAIL.COM
POLOUS, CHARLOTTE	FOOD SERVICE	850-323-0746	UPDATED	
ROSE, CAROL	FOOD SERVICE	227-5020	NEW	
RUSSELL, APRIL	FOOD SERVICE+	370-0745	UPDATE	aprilrussell111212@gmail.com
SPANN, JEANETTE	FOOD SERVICE	850-370-0239	UPDATE	JEANETTESPANN@YMAIL.COM
TRAMWELL, LAURA	FOOD SERVICE	850-508-8230	NEW	
WALKER, JUDY	FOOD SERVICE+	850-340-3209	NEW	
WATSON, AMBER	FOOD SERVICE	N/A	UPDATED	AMBER.WATSON1957AE@GMAIL.COM
WILLIAMS, CLARITHA	FOOD SERVICE	850-653-1394	UPDATE	
BENJAMIN, RACHEL	HEALTH AIDE	323-0604	UPDATE	rabenjamin@franklin.k12.fl.us
BOYD, CHRISTINE Ω	HEALTH AIDE	559-3019	UPDATE	cboyd@ franklin.k12.fl.us
CARO, ALEXIS	HEALTH AIDE	320-5698	NEW	ALEXISCARO@GMAIL.COM
DASHER, JOAN	HEALTH AIDE	850-670-1710	UPDATE	
DAVIS, FREDDIE	HEALTH AIDE	850-691-8041	UPDATE	Freddiemaed282@gmail.com
JONES, ZACKARY	HEALTH AIDE	850-323-2494	UPDATE	
MILLENDER, BRITTANI	HEALTH AIDE	323-0179	UPDATE	bchambers@franklin.k12.fl.us
RITZ, JULIANNA	HEALTH AIDE	850-653-1107		

SEGREE, BARBARA	HEALTH AIDE	850-653-8758	UPDATE	
SMITH, MADELYN	HEALTH AIDE	850-670-5016	UPDATE	
TEAT, ASHLEY	HEALTH AIDE	850-653-8383	UPDATE	
VALDIVIA, ROSA	HEALTH AIDE	850-566-6823	NEW	
BALDWIN, GEORGE	TEACHER^	697-9445	NEW	delbaldwin@aol.com
BALLANGEE, AMANDA	TEACHER	345-1718	NEW	frogntally@yahoo.com
BUTLER, DAVID	TEACHER	850-694-3183	UPDATE	
CHAMBERS, DIANE	TEACHER*	370-0288	UPDATE	nene-6@live.com
CHAPMAN, JAMES DAVID Ω	TEACHER^	510-0564	UPDATE	djc2224@yahoo.com
CRUSON, WANDA	TEACHER	850-697-2548	UPDATE	
FURTAK, SHAROL	TEACHER	850-728-4949	UPDATE	
HENDERSON, SARAH	TEACHER	850-274-3201	UPDATE	
LEWIS, CARLA	TEACHER	850-294-2142	NEW	CARLAGENAI@YAHOO.COM
LIVELY-PUTNAL, JODY	TEACHER**	850-688-8059	UPDATE	
McMILLAN, DEERMA Ω	TEACHER	850-443-7035	NEW	
NEPOTE, MICHAEL	TEACHER#	850-697-9132	UPDATE	
PRINCE, DE'IARA	TEACHER	850-323-1396	NEW	deiaraprince@yahoo.com
TOLLIVER, ROSA	TEACHER	850-323-2319	UPDATE	MAROSE48@YAHOO.COM
TURNER, SAMANTHA	TEACHER**	850-227-4206	NEW	
WHITE, CAMERON	TEACHER	850-273-3543	NEW	white.cameron95@gmail.com

Ω HIGHER DEGREE **SCHOOL FOOD SERVICE #BUS MONITOR/DRIVER ^ Nest +CUSTODIAN *HEALTH AIDE

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

AGREEMENT FOR PHYSICAL THERAPY SERVICES

This Agreement is between the Franklin County School Board and ABC Rehabilitation Services, Inc., a State of Florida licensed Physical Therapy Service provider, for physical therapy services.

1. ABC Rehabilitation Services can provide up to seven (7) hours per week to meet the physical therapy needs of qualifying students and services are inclusive of the following:

   1.1 Evaluation of students' referred-functional assessment;
   1.2 Completion of a Plan of Care;
   1.3 Assisting with the development of the Individual Education Plan (IEP);
   1.4 Consultations with teachers and the District ESE Director;
   1.5 Providing physical therapy services at each school site on a weekly basis as required by the student's Individual Education Plan (IEP);
   1.6 Making recommendations to the District ESE Director concerning specific equipment needs for students.
   1.7 Provide appropriate Medicaid documentation.

2. Physical therapy services will be provided by appropriately licensed personnel. A copy of the Florida license, fingerprint, and background check information will be submitted to the School Board Office and updated as required.

3. Services for students requiring physical therapy will be initiated beginning July 1, 2016 and extend through June 30, 2017.

4. The Franklin County School board agrees to pay the provider $45.00 per 0.5 hour for services rendered and $.445 cents per mile for travel expenses. The provider agrees to sign-in at the school site and submit a monthly invoice to the Franklin County School District, Administrative Offices, to the attention of the ESE Department at 85 School Road, Suite One, Eastpoint, Florida 32328.

5. The Franklin County School Board will allocate monies for adequate supplies and equipment needed for physical therapy services.

6. This AGREEMENT may be amended by the mutual consent of all parties hereto. All amendments shall be attached to this AGREEMENT.

7. This AGREEMENT may be terminated by either party by giving of a thirty day written notice of the intent to terminate this AGREEMENT.

8. Notices to provider shall be mailed to ABC Rehabilitation Services, Inc., 1520 Jenks Avenue, Suite A, Panama City, Florida 32405.

Nina M. Marks

Nina M. Marks, Superintendent, Franklin County Schools — 09/12/16 Date

Victoria R. Padgett, Director, ABC Rehabilitation Services — Date

2016-2019

District
English Language Learners (ELL) Plan

Contact Person: Sue Summers
LEA: Franklin County
Email: ssummers@franklin.k12.fl.us
Phone: 850-670-2810 x4109

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

Rule 6A-6.0905
Form ESOL 100
(February 2016)

Date Received by FDOE

Original signatures on Signature Pages are to be submitted to:

(1) NAME OF THE DISTRICT:	*(2) CONTACT NAME/TITLE:*	*(3) CONTACT PHONE NO (EXT.):* *EMAIL ADDRESS:*
Franklin	***Sue Summers*** ***Director of Special Programs***	850-670-2810 (4109) ***ssummers@franklin.k12.fl.us***

(4) MAILING ADDRESS:	**(5) PREPARED BY: (If different from contact person)**
85 School Road **Eastpoint, FL 32328**	**First Name:** **Last Name:** **Mailing Address:** **Phone No:**

(6) CERTIFICATION BY SCHOOL DISTRICT

The filing of this application has been authorized by the School Board and the undersigned representative has been duly authorized to submit this plan and act as the authorized representative of the district in connection with this plan.

I, Nina M. Marks , do hereby certify that all facts, figures, and representations made in this plan are true and correct. Furthermore, all applicable statutes, rules, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability.

Nina M. Marks

Signature of Superintendent or Authorized Agency Head

08/31/2016

Date Signed

September 19, 2016

Date of Governing Board Approval

(7) Chairperson representing the District ELL Parent Leadership Council (PLC)

Name of Chairperson representing the District ELL PLC: Sue Summers

Contact Information for District PLC Chairperson:
Mailing address: 85 School Road
Eastpoint, FL 32328

E-mail Address: ssummers@franklin.k12.fl.us Phone Number:850-670-2810

Date final plan was discussed with PLC:

Sue Summers

Signature of the Chairperson of the District PLC

September 8, 2016

Date Signed by PLC Chairperson

DISTRICT ENGLISH LANGUAGE LEARNERS PLAN
ASSURANCES AND CERTIFICATION

School districts are required to abide by a set of assurances when developing and implementing programs and services to students classified as English Language Learners (ELLs), and are required to ensure school- and district-level personnel comply with all the requirements and provisions set forth in the laws, rules, regulations, and federal court orders listed below:

- The requirements set forth in Section 1003.56, Florida Statutes;
- The requirements set forth in Rules 6A-6.0902;6A-6.09022; 6A-6.09091; 6A-6.0903; 6A-6.0907; 6A-1.0503, Florida Administrative Code (F.A.C.), and other applicable State Board of Education Rules;
- The requirements of the Elementary and Secondary Education Act of 1965;
- The requirements of the Consent Decree in the League of United Latin American Citizens et al. v. the State Board of Education, 1990;
- The requirements of the Florida Educational Equity Act, 1984;
- The requirements based on the Fifth Circuit Court decision in Castañeda v. Pickard, 1981;
- The requirements based on the Supreme Court decision in Plyler v. DOE, 1982;
- The requirements based on the Supreme Court decision in Lau v. Nichols, 1974;
- The requirements of the Equal Educational Opportunities Act of 1974;
- The Requirements of Section 504 Rehabilitation Act of 1973;
- The requirements of the Office for Civil Rights Memorandum of May 25, 1970;
- The requirements of the Title VI and VII Civil Rights Act of 1964; and
- The requirements of the Office for Civil Rights Standards for the Title VI Compliance.

By signature below, I, Nina M. Marks, do hereby certify that procedures, processes and services that are described herein shall be implemented in a manner consistent with the requirements and provisions of the requirements set forth above.



Superintendent's Signature

August 31, 2016

Date Signed

Section 1: Identification (Rule 6A-6.0902, F.A.C.)

Enrollment Procedures and Administration of the Home Language Survey (HLS).

Describe the Local Education Agency (LEA) registration procedures to register English Language Learners (ELLs). Responses should include the following:

How do LEA procedures compare to those followed for non-ELLs?
The same procedure is used for all students, ELLs as well as non-ELLs. Documents required for initial enrollees include: proof of age, immunization record, record of physical examination within the last 12 months, and proof of residency. Transfer students previously enrolled in a school in or out of state may either provide the information listed previously or have it verified from the sending school.

At the time of registration, the parent/guardian completed the District Student Information Record, which includes the Home Language Survey. Registration occurs at the school of intended enrollment and is coordinated by the Guidance Counselor and/or Registrar.

If an affirmative response is recorded on the HLS, the registrar/counselor/designee will communicate with the site-based ELL contact, in most cases a guidance counselor, who will then proceed with student screening.

Into what languages are the HLS translated?
Spanish

How does the LEA assist parents and students who do not speak English in the registration process?
At the time of registration, assistance, including translation services, is provided by volunteers, school employees, or individuals from governmental agencies, whenever feasible.

How do you identify immigrant students?
Based on the information provided by the parent/guardian during the registration process, immigrant students can be identified by birth certificate and Student Information Record.

How is Date Entered US School (DEUSS) obtained in the registration process?
The original date that a student enters a school in the United States is included in the registration packet that all students must complete. Once the data clerk at the school receives all the registration information, including academic history, from any prior schools, the data clerk then determines the DEUSS date based on the information provided.

Please include a link to your HLS.

Section 2: English Language Proficiency Assessment (Rule 6A-6.0902, F.A.C.)

1. English Language Proficiency (ELP) Assessment

What is the title of the person(s) responsible for administering the ELP assessment of potential ELLs in the LEA? (Check all that apply.)

☐ Registrar
☐ ESOL Coordinator/Administrator
X Other Intervention Specialist

2. Listening and Speaking Proficiency Assessment

List the Listening and Speaking (Aural/Oral) assessment(s) used in the LEA to ascertain if a K-12 student is an ELL.
IDEA Oral Language Proficiency Test I (IPT I), Grades K-6
IDEA Oral Language Proficiency Test II (IPT II), Grades 7-12

Describe the procedures to ensure that the Listening and Speaking assessment(s) are administered within 20 school days of the student's initial enrollment.
When the data entry clerk identifies a student having checked yes to any of the HLS questions, the clerk sends a copy of the survey to the Intervention Specialist. The Intervention Specialist, within 20 days, completes the appropriate IPT assessment. The assessment is scored in accordance with the publisher's criteria. A copy of the results of the IPT is given to the data entry clerk for entry into the district MIS. The parent/guardian is notified of the results, in their home language if necessary.

For ELLs who score proficient on the Listening and Speaking assessment, what specific grade level procedures are followed for proper identification of ELLs in K-2 and 3-12?
K-2 students who score proficient on the Listening and Speaking assessment are coded ZZ and do not qualify for ESOL services. Students in grades 3-12 who score proficient on the L/S assessment must be assessed for Reading and Writing within 20 days. If they are determined to be ESOL based on test publishers criteria, they are code LY and are placed in academic classes using the Instructional Model, Mainstream-Inclusion Language Arts at Mainstream-Inclusion Core/Basic Subject Areas with teachers who have appropriate ESOL certification or working towards it.

Reading and Writing Proficiency Assessment

List the Reading and Writing assessment(s) used in the LEA to ascertain if a student is an ELL in grades 3-12.
IDEA Reading & Writing Proficiency Test I (IPT 1 R&W), Grades 2-3
IDEA Reading & Writing Proficiency Test 2 (IPT 2 R&W), Grades 4-6

IDEA Reading & Writing Proficiency Test 3 (IPT 3 R&W), Grades 7-12

Describe the procedures the LEA follows if assessment(s) are not given within the 20-day timeline.
If for any reason testing is delayed, the parent/guardian is notified in writing, in their home language.

3. ELL Committee

Describe the procedures used when the ELL Committee makes an entry (placement) decision. What type of documentation is used to support these decisions?
An ELL Committee must be operational at every school. It should consist of an administrator (or designee), guidance counselor, classroom teacher(s), ELL contact, parent(s)/guardian(s), and other personnel with information concerning the ELL child.

The guidance counselor is responsible for scheduling a meeting of the ELL Committee to make entry decisions if IPT assessment results require clarification or further discussion. The committee reviews the student's records, which include assessment instruments, prior school records, and any other pertinent data available to help make appropriate placement decisions. An ELL Committee can be convened to make entry decisions based upon the student's prior educational experiences, test scores, and stakeholder input.

Notice is sent to the parent/guardian and ELL Committee meetings are documented.

Section 3: Programmatic Assessment (Rule 6A-6.0902, F.A.C.)

Academic/Programmatic Assessment

Describe the procedures that have been implemented for determining prior academic experience of ELLs. Also, address the placement of ELLs with limited or no prior school experience(s) or whose prior school records are incomplete or unobtainable. Specify actions taken to obtain prior school records. Include the procedures to determine appropriate grade level placement for ELLs.
The procedure to determine the academic level of the student identified as ELL begins with the Guidance Counselor reviewing various data elements: age appropriateness, interviews with student/parent/guardian, and prior school records (to include grades and assessment results), if available. The student is placed in the most appropriate educational setting.

Steps taken to locate student records may include such action as a written request, faxed request or telephone contact to the prior school. The requests are monitored by the Guidance Counselor.

Grade Level and Course Placement Procedures – Grades 9-12

Describe the procedures that have been implemented to determine appropriate grade and course placement. Descriptions must include the process used for awarding credit to ELLs entering high school in 9th-12th grades that have completed credits in countries outside of the United States, specifically addressing those students for which there is no documentation.

Age-appropriate grade level placement is initially determined by the Guidance Counselor and/or principal/designee, based on the information provided by the parent/guardian at the time of student registration. The decision is then reviewed by the ELL Committee and adjustments if deemed necessary are implemented. In the absence of transcripts or prior school experience, diagnostic/placement tests and interviews may be used as a guideline. Parents/Guardians and student interviews as well as ELL Committee meetings will be conducted to help determine placement. Translators are provided, when feasible. The school principal or designee, guidance counselor, teacher, parents, ESOL Instructional Specialist, and/or district administrator may be included to determine each student's prior educational experiences and level of academic skills. Placement decisions for each student will consider the age of the student, level of academic skills, social experiences, parent/guardian preference, and any other pertinent information available.

Explain the process for awarding credit to students transferring from other countries for language arts classes taken in the student's native language and for foreign languages the student may have taken (this may include English).

A programmatic assessment is completed for ELL students upon enrollment. Transcripts are reviewed, student/parent interviews are conducted and academic assessments to determine content knowledge are given to ELL students to ensure proper credit is given. Determinations are made to match, as closely as possible, courses taken in other countries, to courses within the Course Code Directory in order to award credits toward graduation requirements. For example, Spanish I taken in Mexico will count toward English I high school credit, since language arts standards would have been taught, not Foreign Language standards. English taken in Mexico as a foreign language can be transferred as a foreign language waiver.

What is the title of person(s) responsible for evaluating foreign transcripts? How are they trained? How is documentation maintained?

Guidance Counselor and/or Registrar. All foreign transcripts are translated by school/district personnel with the original documents maintained in the student's file for their duration. Also, in accordance with the Florida Department of Education, when a student enrolls from a foreign country and provides academic records indicating that the student has completed a core subject with a passing grade, the student will receive that credit.

Re-evaluation of ELLs that Previously Withdrew from the LEA

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Describe the procedures used for re-evaluating ELLs who withdraw from the LEA and re-enroll after having been either in another LEA, state, or country. Specify the length of time

between the ELLs' withdrawal and re-enrollment after which a new English language proficiency assessment is to be administered. Include data reporting procedures.

Moving from one Florida LEA to another:
If the ELL leaves our school district and returns within the same school year, the student is placed in the ESOL Program and continuation of services is seamless. If the ELL moves from one district within the State of Florida to another district within the State of Florida within a given school year, the student does not need to be reassessed.

Moving from another state/country to Florida LEA:
The student will be assessed, evaluated and academic records will be examined to determine ELL classification and placement.
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ELL Student Plan Development

Describe the procedures for developing the Student ELL Plan. Include the title(s) of the person(s) responsible for developing the plan, and updating the ELL data reporting elements. Also, include a description of when and how the plan is updated to reflect the student's current services.
The Student ELL Plan is developed by the ELL Committee, composed of the Guidance Counselor, parent/guardian, the student's teacher(s) and an ELL paraprofessional, when feasible. The committee reviews the student's records, which include assessment instruments, prior school records and any other pertinent data to make appropriate academic decisions. The Guidance Counselor is responsible for ensuring the plan is updated annually at the beginning of the school year, prior to the first FTE reporting period. At the beginning of each school year, the District ELL Contact meets with the ELL contacts from each site. The District ELL Plan and procedures for implementing the plan are reviewed at that time.

Describe the elements of the plan (e.g., home-school communication, student schedules and classes, progress monitoring, interventions, assessments and other evaluations). What is the teacher's role in development of the plan?
The Student ELL Plan records the ELL Committee meeting date, the documents reviewed during the meeting, the recommendations from the committee, and the requested/required follow-up to monitor student's progress.

Please include a link to the ELL Student Plan.

Section 4: Comprehensive Program Requirements and Student Instruction

Instructional Models

In addition to using required English for Speakers of Other Languages (ESOL) strategies by teachers who teach ELLs, what instructional model(s) or approach(es) are used to ensure comprehensible instruction? Descriptions of each model appear in the current Florida Department of Education (FDOE) Database Manuals. *(Check all that apply)*

☐ Sheltered English Language Arts

☐ Sheltered Core/Basic Subject Areas

X Mainstream-Inclusion English Language Arts

X Mainstream-Inclusion Core/Basic Subject Areas

☐ Maintenance and Developmental Bilingual Education

☐ Dual Language (two-way) Developmental Bilingual Education

Describe how the instructional models are used in the LEA. Address how the LEA will monitor schools to ensure that instructional models are implemented with fidelity.

Having a small ESOL population, Franklin County instructs ELLs in mainstream classrooms with teachers in compliance of the ESOL training requirements or working towards them. Once the Programmatic Assessment is completed, ELL students are assigned into courses under the direction of the Guidance Counselor. The student ELL plan is then developed and includes appropriate ESOL strategies to best address student needs. Administrators will ensure that teachers have the appropriate training and are using effective ESOL strategies through observation and classroom walk throughs.

Describe the process to verify that instruction provided to ELLs is equal in amount, sequence, quality, and scope to that provided to non-ELLs.
Due to the fact that ELL students are enrolled in courses with non-ELL students, the instruction is equal in amount, sequence, quality, and scope. Teacher lesson plans, which contain course content and ELL strategies implemented in the classroom, are reviewed and monitored by school based administrator(s), ensuring that instruction provided to ELLs is equal to non-ELLs.

How does the LEA determine if the instructional models are positively affecting student performance?
The district continuously monitors the progress of all students through its online reporting system. Progress reports are sent home in the middle of each grading period and report cards at the end of each grading period. Student needs are reevaluated constantly throughout each grading period due to continuous monitoring at the school site by the ELL Contact.

How are ELLs assured equal access to all programs, services and facilities that are available to non-ELLs?
Due to the fact that ELL students are enrolled in courses with non-ELL students, district programs, services and facilities are available to all students. District staff and school based administrators review and monitor policies and procedures that provide these services to ensure that the academic needs of ELLs are met. Home-school communication regarding policies are available in the parent's native language, unless clearly not feasible.

Describe the method(s) used in the LEA to document the use of ESOL instructional strategies and how this is monitored.
Teachers utilize ELL strategies throughout the instruction of the ELL student. The strategies implemented in the classroom are documented in lesson plans. Teacher's lesson plans are reviewed by administrators and effective instruction is ensured through classroom observation and walk-throughs.

How does the LEA and school(s) verify the delivery of comprehensible instruction to ELLs? What safeguards are in place to ensure that all ELLs are being provided equal access to programs and receiving comprehensible instruction? Include the school and LEA personnel responsible for ensuring comprehensible instruction.
Due to the fact that ELL students are enrolled in courses with non-ELL students, the instruction is equal in amount, sequence, quality, and scope. Teacher lesson plans, which contain course content and ELL strategies implemented in the classroom, are

reviewed and monitored by school based administrator(s), ensuring that instruction provided to ELLs is equal to non-ELLs. Administrators are responsible for classroom walkthroughs and teacher observations, as well as providing additional guidance, if necessary.

What progress monitoring tools are being used to ensure all ELLs are mastering grade level academic content standards, and benchmarks and the English Language Development (ELD) standards? *(Check all that apply)*

☐ Student Portfolios

☐ Other Criterion Referenced Test (Specify) _____

☐ Native Language Assessment (Specify) _____

☐ LEA/school-wide assessments (Specify) _STAR, Discovery Education, EDCite_____

☐ Other (Specify) _____

Student Progression

Have the LEA's standards and procedures for promotion, placement, and retention of ELLs been incorporated into the LEA's Student Progression Plan (SPP)? If no, where can this information be found?
X Yes Please provide a link to the LEA's SPP with specifics to ELLs highlighted.
Franklincountyschooldistrict.org, Parent Resources tab.

☐ No (Specify) _____

Describe how the Good Cause Policy is implemented in your LEA when ELLs who have been enrolled for less than two years (based on DEUSS) are exempted from mandatory third grade retention. Include how parents or guardians are notified of LEA good cause decisions.
Per the Student Progression Plan, "If a student does not meet the requirements for promotion, but has already been retained the maximum number of times or has individual circumstances indicating that retention would not be in his/her best interest, the student may be considered for grade assignment for "Good Cause" on an individual basis." A "Good Cause" for ELL students may be given to those students who have had less than two (2) years of instruction in an English for Speakers of Other Languages program based on the initial date of entry into a school in the United States.

Describe what role the ELL Committee has in the decision to recommend the retention or promotion of any ELL and what documentation is used to support these decisions.
For any ELL student being considered for retention, the ELL committee is responsible for reviewing the student's academic records, as well as classroom assignments, end of book tests, and samples of student work and making a recommendation based on the provided information. Parents are included in the decision making process and

every effort is made to ensure that parents are aware of and understand district retention policies.

Section 5: Statewide Assessment (Rule 6A-6.09091, F.A.C.)

Statewide Assessment

Describe the process to ensure that all ELLs participate in Florida statewide assessment programs. Include how responsible staff is trained to administer assessments and maintain documentation of the following:

Statewide content area assessments:
Guidance Counselors are responsible for ensuring all students, ELL students included, participate in all statewide assessments. It is their responsibility, with assistance from the Assessment Coordinator, Staffing Specialist, Reading Coach, and Intervention Specialist, that each student has their required accommodations at the time of testing. It is the responsibility of the District Assessment Coordinator to properly train and monitor the progress of all school- based assessment coordinators. Required district training occurs during each testing window.

ACCESS for ELLs assessment programs:
The school-based ELL Contact is responsible for administering the ACCESS for ELL Assessment and ensuring that each student is provided with the proper accommodations during testing. It is the responsibility of the District Assessment Coordinator to properly train and prepare the school-based ELL contact. This is accomplished through scheduled, mandatory training prior to the testing window being opened.

What is/are the title(s) of the school-level person responsible for ensuring and documenting that ELLs are provided appropriate testing accommodations (per test administration requirements)?
Guidance Counselor and ESOL Coordinator

Describe how parents of ELLs are notified of assessments and testing accommodations. How does the LEA ensure that parents understand Florida's statewide assessments policies, mandates and student outcomes? Please provide links to communications in parents' languages.
Parents/Guardians of ELL students are notified about upcoming assessments using the same policy used when notifying non-ELL students. Students are sent the parent information letter provided by the Florida Department of Education in ample time to prepare and inform the parents of upcoming assessments. Parents are also notified of available testing accommodations in a language they can understand, unless clearly not feasible. Any questions raised by the parents after notification are answered by the Guidance Counselor and/or the school based administration/designee. (if no link is available, send a scanned copy of the letter

Section 6: English Language Proficiency Annual Assessment (Rule 6A-6.0903, F.A.C.)

Describe the procedures to determine if ELLs are ready to exit the LEA's ESOL program. Include exiting procedures for all language domains (listening, speaking, reading and writing), grade-specific academic criteria and data reporting of status change.
The site based ELL Contact monitors the exiting of ELL students from the ESOL program. To be considered for exiting the ESOL program, ELL students must have the appropriate cut scores for Listening and Speaking and Reading and Writing based on ACCESS for ELL scores, as well as a Level 3 on the FSA ELA for students in 3-12. Qualifying ACT and SAT concordant scores can also be used as exit criteria.

What is the title of person(s) responsible for conducting the exit assessments described above? (Check all that apply.)

☐ School/LEA based testing administrator
X ESOL Teacher/Coordinator
☐ Other (Specify) _____

When is an ELL Committee involved in making exit decisions? What criteria are used by the Committee to determine language and academic proficiency?
The ELL Committee meets to examine student classroom performance, assessment results and other appropriate documents to make exit decision. Data reviewed by the ELL Committee includes: standardized test results, report card grades, and classroom teacher input. The ELL Committee meets to discuss the data and to make a recommendation based on the data.

Describe the procedures if an ELL meets exit qualifications in the middle of a grading period.
The procedures for exiting a student in the middle of a grading period are the same as exiting at the end of a grading period. A listening, speaking, reading and writing assessment to determine English proficiency, such as the IPT will be given. Results from this assessment and other classroom performance will be reviewed by the ELL committee in making exit decisions. Since our delivery model is inclusion, the student's instructional schedule would remain the same, ensuring continuation of the instructional momentum.

Section 7: Monitoring Procedures (Rule 6A-6.0903, F.A.C.)

During the required two-year monitoring period, what is the title of person(s) responsible for:

Conducting the follow-up performance of former ELLs?
ESOL Coordinator
Updating the student ELL plan?
Guidance Counselors/ESOL Coordinator

Reclassification of ELL status in data reporting systems?
Guidance Counselor and ESOL Coordinator.

What documentation is used to monitor the student's progress? (Check all that apply)

X Report Cards
X Test Score
X Classroom Performance
X Teacher Input
☐ Other (Specify) _____

What are the procedure(s), including possible reclassification, that are implemented when the academic performance of former ELLs is not on grade level?
The classroom teacher monitors the student's progress and if he/she determines the former ELL student is academically performing below grade level, the classroom teacher will contact the ESOL Coordinator and the Intervention Specialist. They will develop an intervention plan for the ELL student to address the deficiency. If the interventions do not correct the deficiency, the Intervention Specialist will contact the ESOL Coordinator and the Guidance Counselor. After a review of the student data, including the intervention plan, a determination of the best instructional program for the ELL student will be made, including re-entry into the ESOL program.
The site-based ELL Contact, in most cases the guidance counselor, is responsible for initiating all ELL Plans, updating student data and ensuring proper placement. A former ELL student who is reclassified as ELL and re-enters the ESOL program will have a new Student ELL Plan, based on the most recent student data, but the DEUSS will remain the same.

Compliance of ELL Plan and Student Performance

Describe LEA internal procedures for monitoring the ESOL program for compliance and student academic performance.
District personnel visit schools to meet with on-site ELL Contacts to ensure the District ELL Plan is being followed. Also, district meetings with all school-based ELL Contacts occur before, during, and after ACCESS for ELL 2.0 Testing. After scoring reports are returned, ESOL Contacts review the data and make the necessary changes based on the student's needs.

How do school sites, parents and stakeholders have access to the approved District ELL Plan?
Upon approval, the District ELL Plan is placed on the district's website.

How does the LEA ensure that schools are implementing the District ELL Plan?
District personnel visit schools to meet with on-site ELL Contacts to ensure the District ELL Plan is being followed. Also, district meetings will all school-based ELL Contacts occur before, during, and after ACCESS for ELL 2.0 Testing.

Section 8: Parent, Guardian, Student Notification and Rights

Describe the procedures used by school personnel to provide assistance to parents or guardians of ELLs in their home language.
Bilingual employees/volunteers are called upon to provide assistance to parents/guardians of ELL students, unless clearly not feasible. In addition, as appropriate, the regional Migrant office (Multi-County Migrant Education) provides assistance.

Describe parent outreach activities that inform parents of how they can be involved in their children's education and how they can assist their children to learn English and meet state academic standards.
The local newspaper publishes information on the district's academic progress. In addition, each school that is funded by Title 1 sends a letter to the parent/guardian advising them of school choice options as required. Bilingual employees/volunteers are called upon to provide assistance and information on school/district activities that will allow ELL parents to make informed decisions. In addition, as appropriate, the regional Migrant office (PAEC Migrant Education) will provide parent outreach through family involvement activities.

Check the school-to-home communications that are sent by the LEA or school to parents or guardians of ELLs that are in a language the parents or guardians can understand. (Check all that apply. Please provide links to all boxes checked.):

X Delay in language proficiency testing
X Results of language proficiency assessment
X Program placement
☐ Program delivery model option(s)

☐ Extension of ESOL instruction
☐ Exit from ESOL program
☐ Post-reclassification of former ELLs monitoring
☐ Reclassification of former ELLs

X State and/or LEA testing
X Accommodations for testing (flexible setting)
☐ Annual testing for language development
X Growth in language proficiency (Listening, Speaking, Reading, Writing)
☐ Exemption from FSA in ELA for ELLs with DEUSS less than one year
X Retention/Remediation/Good Cause
☐ Transition to regular classes or course change

X Invitation to participate in an ELL Committee Meeting
X Invitation to participate in the Parent Leadership Council (PLC)
☐ Special programs such as Gifted, ESE, Advanced Placement, Dual Enrollment, Pre-K, Career and Technical Education, charter schools, and student support activities
☐ Free/reduced price lunch
X Parental choice options, school improvement status, and teacher out-of-field notices
X Registration forms and requirements
☐ Disciplinary forms
☐ Information about the Florida Standards and the English Language Development (ELD) Standards
☐ Information about community services available to parents
X Information about opportunities for parental involvement (volunteering, PTA/PTO, SAC)
☐ Report Cards*
X Other (Specify) Report card attachment that translates the courses and grades each 9 weeks.

*If report cards are not available in other languages, please describe how the academic progress of an ELL is communicated to parents/guardians.

Section 9: The Parent Leadership Council (Rule 6A-6.0904, F.A.C.)

What type(s) of Parent Leadership Council (PLCs) exist in the LEA? (Check all that apply. Please provide links to agenda membership and meetings.)

X LEA Level
☐ School Level

Please address the functions and composition of the PLC:

The PLC is composed of all site-based ELL Contacts, the District ELL Contact, and invited parents of several ELL students. The PLC reviews the ELL Plan, share their concerns and suggestions for the ESOL Program.

The PLC is "composed in the majority of parents of limited English proficient students." If the PLCs in the LEA do not meet this condition, explain why and when compliance with the rule is expected.

N/A

How does the LEA involve the PLC in other LEA committees?

The individuals who serve on the PLC are encouraged to participate in other district/school committees. Personal contact is made by site-based personnel.

How is the LEA PLC involved in the development of the District ELL Plan?

A draft ELL Plan was prepared by the district ELL Contact. That draft was reviewed and edited by the PLC Committee before it was presented to the School Board for approval.

Does the LEA PLC approve of the District ELL Plan? X Yes No

If no, please provide explanation for PLC's non-approval.

Section 10: Personnel Training (Rules 6A-6.0907 and 6A-1.0503, F.A.C.)

Describe how Category I teachers responsible for the English Language Arts and intensive reading instruction of ELLs who are required to obtain the ESOL endorsement/certification are notified of training requirements and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

The District ELL Contact notifies the Director of Human Resources (HRMD) of teachers who have an ELL student on his/her roster. The Director of HRMD notifies each teacher at the school site to notify him/her of the ESOL obligation. The teacher signs a letter to acknowledge the requirement and the timeline. That letter is placed in the teacher's file.

Describe how content area teachers of math, science, social studies and computer literacy are notified of ESOL training requirements (60 hours) and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.
The District ELL Contact notifies the Director of Human Resources (HRMD) of teachers who have and ELL student on his/her roster. The Director of HRMD notifies each teacher at the school site to notify him/her of the ESOL obligation.

Describe how all other instructional staff are notified of ESOL training requirements (18 hours) and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.
The District ELL Contact notifies the Director of Human Resources (HRMS) of teachers who have and ELL student on his/her roster. The Director of HRMD notifies each teacher at the school site to notify him/her of the ESOL obligation.

Describe the procedures used when Category I teachers are reported out of field. Include compliance procedures when claiming weighted FTE 130 for core courses.
Once notified of being out of field by the Director of HRMS, out of field teachers are required to complete 60 hours of inservice hours each year until fully certified.

Describe how the LEA provides the 60-hour ESOL training requirement for school-based administrators and the LEA's tracking system that will be implemented.
The training for administrators is provided by PAEC (Panhandle Area Educational Consortium). The Director of HRMD meets with new administrators and makes them aware of this requirement. The Director of HRMD also maintains a data base of earned inservice points.

Describe how the LEA provides the 60-hour ESOL training requirements for Guidance Counselors, and the LEA's tracking system.
The training for administrators is provided by PAEC (Panhandle Area Educational Consortium). The Director of HRMD meets with new administrators and makes them aware of this requirement. The Director of HRMD also maintains a data base of earned inservice points.

Describe the supplemental professional development offered by the LEA to ensure that instructional staff are informed of English Language Development standards and best practices.

The District ELL Contact keeps up to date with all professional development opportunities for English Language Development by constantly monitoring the WIDA website and relaying important information to the schools when made available from the Department of Education.

If instruction is provided in a language other than English, describe the procedures that are used to assess teachers' proficiency in the other language and in English.

N/A

A bilingual paraprofessional or teacher is required at schools having 15 or more ELLs who speak the same language. Specify the eligibility qualifications required by the LEA for bilingual paraprofessionals. Explain the bilingual paraprofessional's job description and primary assignment.

N/A

Describe LEA procedures for training bilingual paraprofessionals in ESOL or home language strategies. Include how documentation of training is maintained.

N/A

Describe the procedures to determine the bilingual paraprofessional's proficiency in English and in the heritage language of the students served.

N/A

Please provide an assurance letter from the district superintendent that the district is in compliance with all ESOL training requirements.

Section 11: Extension of Services (Rule 6A-6.09022, F.A.C.)

Describe LEA procedures used to determine extension of services, including appropriate timeline based on DEUSS. Explain the role of the ELL Committee and what supporting documentation is used in determining if continued ESOL services are necessary.

Based on 6A-6.09022 Extension of Services in English for Speakers of Other Languages (ESOL) Program.

(1) Three (3) years after the date of an English Language Learner's (ELL's) initial enrollment in a school in the United States, an ELL Committee shall be convened annually to re-evaluate the student's progress towards English language proficiency. The ELL Committee shall be convened no earlier than thirty (30) school days prior to the student's DEUSS date, except if DEUSS falls within the first two (2) weeks of any school year, the ELL committee may convene no later than October 1. This process shall be completed annually thereafter.

(2) Any student being considered for extension of services shall be assessed on at least one Department-approved Enlgish proficiency assessment of listening, speaking, reading, and writing skills. The assessment shall be administered no earlier than thirty (30) school days prior to the student's DEUSS. If the student's DEUSS date falls between the release of the ACCESS for ELL assessments and applicable Florida Statewide Standardized Assessment scores in a given school year and October 1 of the following school year, the student's ACCESS for ELL scores and applicable Florida Statewide Standardized Assessment scores will suffice, and a more recent assessment is not required.

(3) The ELL Committee shall review the student's academic record holistically and shall consider the assessment results from the assessment administered under subsection (2) of this rule and the following criteria to determine whether the student is English language proficient:

(a) Extent and nature of prior educational or academic experience, social experience, and a student interview;

(b) Written recommendation and observation by current and previous instructional and supportive services staff;

(c) Level of mastery of basic competencies or skills in English and/or heritage language according to state or national criterion-referenced standards, if any;

(d) Grades from the current or previous years; and

(e) Test results from tests other than the assessment according to subsection (2) of this rule.

(4) If a majority of the ELL Committee determines that the student is not English language proficient, ESOL services shall be extended. If a majority of the ELL Committee determines that the student is English language proficient, the student shall be exited from the ESOL program. The parents' preference as to whether the student is determined English language proficient or not English language proficient shall be considered in the final decision. If an ELL Committee extends services, the Committee shall refer the student as necessary for appropriate remedial, compensatory, special and supportive service evaluations, and programs.

(5) The basis and nature of the ELL Committee's decision on whether to extend or not to extend ESOL services shall be documented and maintained in the student's file.

(6) English Language Learners provided ESOL or heritage language instruction may be reported for funding in the Florida Educational Finance Program for a base period of

three (3) years, and may be reported for funding for fourth, fifth, and sixth years of funding, as specified in Section 1011.62, F.S. Lack of a student's ESOL funding eligibility does not relieve a school district of any obligation it may have under state or federal law to continue to provide appropriate services to ELLs beyond the state ESOL program funding limits.

Listening and Speaking Proficiency Assessment

List the Listening and Speaking assessment(s) used in the LEA to determine if a student is English proficient for extension of services.

IDEA Oral Language Proficiency Test I (IPT I), Grades K-6
IDEA Oral Language Proficiency Test II (IPT II), Grades 7-12
ACCESS for ELL 2.0 assessments
WIDA screener

Reading and Writing Proficiency Assessment

List the Reading and Writing assessment(s) used in the LEA to determine if a student is English proficient for extension of services.

IDEA Oral Language Proficiency Test I (IPT I), Grades K-6
IDEA Oral Language Proficiency Test II (IPT II), Grades 7-12
ACCESS for ELL 2.0 assessments
WIDA screener

APALACHICOLA BAY CHARTER SCHOOL, INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2016

APPROVED
SEPT 19 2016
FRANKLIN COUNTY
SCHOOL BOARD

SKELTON, BRYANT, BRYANT & SCARBORO, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
TALLAHASSEE, FLORIDA

APALACHICOLA BAY CHARTER SCHOOL, INC.
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MEMBERS
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
FLORIDA INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

August 25, 2016

To The Board of Directors
Apalachicola Bay Charter School, Inc.
Apalachicola, Florida

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Apalachicola Bay Charter School, Inc., a component unit of the Franklin County District School Board, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or

error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Apalachicola Bay Charter School, Inc. as of June 30, 2016, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards,* we have also issued our report dated August 25, 2016, on our consideration of Apalachicola Bay Charter School, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to

provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Apalachicola Bay Charter School, Inc.'s internal control over financial reporting and compliance.

Skelton, Bryant, Bryant & Scarboro, P.A.
Certified Public Accountants

APALACHICOLA BAY CHARTER SCHOOL, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS

The management of the Apalachicola Bay Charter School, Inc. (the School) has prepared the following discussion and analysis to (a) assist the reader in focusing on significant financial issues; (b) provide an overview and analysis of the School's financial activities; (c) identify changes in the School's financial position; (d) identify material deviations from the approved budget; and (e) highlight significant issues in individual funds.

Because the information contained in the Management's Discussion and Analysis (MD&A) is intended to highlight significant transactions, events, and conditions, it should be considered in conjunction with the School's financial statements and notes to financial statements found on pages 11 through 29.

FINANCIAL HIGHLIGHTS

Key financial highlights for the 2015-2016 fiscal year are as follows:

- Operating revenues exceeded expenses by $196,857 in the current year, and cumulative net assets at June 30, 2016 increased to $2,874,859.

- In May 2009 the School purchased the Chapman Elementary School building (Chapman) from the Franklin County School Board (the Sponsor) and it has become the School's permanent location. The building, built in 1979, will be undergoing renovation over the next few years. The land surrounding Chapman remains owned by the Sponsor and is leased to the School for 50 years. The former school campus has been dismantled, but is still owned by the School.

- As in recent fiscal years, the Sponsor this year approved allocating a portion of its Capital Outlay Tax Levy to the School to help pay for the ongoing renovation of Chapman. The School received $86,502 from the Sponsor this fiscal year. This revenue was used to provide partial funding for renovation of the School's gymnasium this year. The cost of this renovation was $140,102.

- In November, the Sponsor received approximately $203,000 relating to the British Petroleum 2010 oil spill in the Gulf of Mexico. The Sponsor allocated $62,243 of the amount to the School to support its need for paraprofessionals.

NON-FINANCIAL HIGHLIGHTS

- The school offers a pre-K program, and a K-8th grade school. Average enrollment for the K-8th grade school increased to 334 children this year from 319 last year. The pre-K program increased to 32 students in the current year from 30 the prior year.

- The School operates under a contract with its Sponsor which is effective until June 30, 2029.

APALACHICOLA BAY CHARTER SCHOOL, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements consist of three components:

- School-wide financial statements.
- Fund financial statements.
- Notes to financial statements.

In addition, this report presents certain required supplementary information, which includes management's discussion and analysis and budgetary comparison schedules.

School-Wide Financial Statements

The school-wide financial statements provide both short-term and long-term information about the School's overall financial condition in a manner similar to those of a private-sector business. The statements include a statement of net assets and a statement of activities that are designed to provide consolidated financial information about the governmental activities of the School presented on the accrual basis of accounting. The statement of net assets provides information about the School's financial position, its assets and liabilities, using an economic resources measurement focus. The difference between the assets and liabilities, the net assets, is a measure of the financial health of the School. The statement of activities presents information about the change in the School's net assets, and its results of operations during the fiscal year. An increase or decrease in net assets is an indication of whether the School's financial health is improving or deteriorating. This information should be evaluated in conjunction with other non-financial factors, such as changes in student enrollment.

Fund Financial Statements

Fund financial statements are one of the components of the basic financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements and prudent fiscal management. Certain funds are established by law, while others are created by legal agreements. Fund financial statements provide more detailed information about the School's financial activities, focusing on its most significant or "major" funds rather than fund types. This is in contrast to the entity-wide perspective contained in the school-wide statements. All of the School's funds may be classified within one of two broad categories as discussed below.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the school-wide financial statements. However, the governmental funds utilize a spendable financial resources measurement focus rather than the economic resources measurement focus found in the school-wide financial statements. The financial resources measurement focus allows the governmental fund statements to provide information on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year.

Governmental Funds (continued)

The governmental fund statements provide a detailed short-term view that may be used to evaluate the School's near-term financing requirements. This short-term view is useful when compared to the long-term view presented as governmental activities in the school-wide financial statements. To facilitate this comparison, both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation of governmental funds to governmental activities.

The governmental funds balance sheet and statement of revenues, expenditures, and changes in fund balances provide detailed information about the School's most significant funds. The School's major funds are the General Fund and Capital Projects Fund. Data from the other governmental funds are combined into a single, aggregated presentation.

The School adopts an annual appropriated budget for its governmental funds. Budgetary comparison schedules have been provided to demonstrate compliance with the budget.

Fiduciary Funds

Fiduciary funds are used to report assets held in a trustee or fiduciary capacity for the benefit of external parties, such as student activity funds. Fiduciary funds are not reflected in the school-wide statements because the resources are not available to support the School's own programs. In its fiduciary capacity, the School is responsible for ensuring that the assets reported in these funds are used only for their intended purposes.

Notes to Financial Statements

The notes provide additional information that is essential for a full understanding of the data provided in the school-wide and fund financial statements.

SCHOOL-WIDE FINANCIAL ANALYSIS

This section is used to present condensed financial information from the school-wide statements that compare the current year to the prior year.

Statement of Net Assets

Net assets may serve over time as a useful indicator of a government's financial position. The following is a summary of the School's net assets as of June 30, 2016 and 2015:

	June 30, 2016	June 30, 2015
Total Assets are comprised of the following elements:		
Current Assets	$ 1,828,278	$ 1,720,633
Noncurrent Assets	1,292,434	1,201,884
Total Assets	**$ 3,120,712**	**$ 2,922,517**
Total Liabilities are comprised of the following elements:		
Current Liabilities	$ 115,044	$ 105,809
Noncurrent Liabilities	130,809	138,706
Total Liabilities	**$ 245,853**	**$ 244,515**
Total Net Assets are comprised of the following elements:		
Invested in Capital Assets	$ 1,226,278	$ 1,113,535
Restricted Assets	37,834	26,724
Unrestricted Assets	1,610,747	1,537,743
Total Net Assets	**$ 2,874,859**	**$ 2,678,002**

- The School's overall financial position improved by $196,857 this year as noted on the next page showing total revenues exceeding expenses.
- Current assets increased as a result of total revenues exceeding expenses noted above.
- Noncurrent assets increased this year primarily due to the gymnasium renovation mentioned on the previous page.

SCHOOL-WIDE FINANCIAL ANALYSIS (continued)

Statement of Net Assets (continued)

The key elements of the increase in the School's net assets for the fiscal years ended June 30, 2016 and 2015 are as follows:

	Operating Results for the Fiscal Year Ended	
	June 30, 2016	June 30, 2015
Program Revenues:		
Operating Grants and Contributions	$ 209,086	$ 354,826
Capital Grants and Contributions	184,034	198,542
General Revenues:		
Grants and Contributions Not Restricted to Specific Programs	2,661,937	2,364,400
Investment Earnings	13,099	12,116
Special Items:		
Donated labor - professional services	100,289	-
Donated value of land usage	9,000	9,000
(Loss) on disposal of fixed assets	(432)	(6,288)
Total Revenues	**$ 3,177,013**	**$ 2,932,596**
Functions/Program Expenses:		
Instruction and Instruction Related Services	1,923,596	1,862,218
General Administration – Board	5,814	4,214
School Administration	549,048	415,448
Community Services	-	4,708
Facilities Acquisition and Construction	7,695	6,807
Fiscal Services	55,607	52,327
Pupil Transportation Services	53,077	64,987
Operation of Plant	256,983	264,415
Maintenance of Plant	125,625	147,265
Interest on Long-Term Debt	2,711	3,519
Total Functions/Program Expenses	**2,980,156**	**2,825,908**
Increase in Net Assets	**$ 196,857**	**$ 106,688**

- Operating Grants and Contributions decreased this year primarily due to a Federal Race to the Top grant received last year, but not this year.
- Grants and Contributions Not Restricted to Specific Programs increased primarily from receiving additional funding from the State of Florida for current operations. The funding per student increased this year as well as the number students (see page 4). In addition, the School this year received $62,243 relating to the British Petroleum 2010 oil spill (see page 4).

SCHOOL-WIDE FINANCIAL ANALYSIS (continued)

Statement of Net Assets (continued)

- Donated labor – professional services is discussed in Note 11 to Financial Statements (see page 29).

- Instruction and Instruction Related Services increased primarily with the hiring of a second certified ESE teacher and additional teacher assistants to meet the needs of an increasing number of ESE students attending the School. Additionally, the State of Florida designated that approximately $73,500 of the School's funding for general operations (see Student Enrollment and Funding on page 10) be allocated to improving the use of technology in the classroom. The School has been implementing digital classroom technology in recent years and the incremental spending on classroom technology this year was small.

- School Administration increased by $100,299 this year as a result of receiving the donated labor discussed above.

FINANCIAL ANALYSIS OF THE SCHOOL'S FUNDS

This section provides an analysis of the balances and transactions of the individual funds. The analysis addresses the reasons for significant changes in fund balances and the effect of the availability of fund resources for future use.

- ***General Fund.*** See General Fund Budgetary Highlights Section below.

- ***Capital Projects Fund.*** Capital outlay monies have been primarily used for renovation of Chapman, fixed asset additions, maintenance agreements and debt service.

- ***Other Governmental Funds***. This category consists of all funds that have been determined to be non-major funds according to Governmental Accounting Standards Board Statement No. 34. These funds may move in and out of this non-major status depending on the dollar value of activities in any one year. Examples of funds contained in this group are Special Revenue Funds received for Title I and Individuals with Disabilities Education Act.

GENERAL FUND BUDGETARY HIGHLIGHTS

Operations in the General Fund were positive this year, and a year ago, with the fund balance at June 30, 2016 increasing to $1,713,234. In the current year, actual operating revenues were over budget by $70,927 and actual operating expenditures were over budget by $17,226. The total actual revenues exceeded total actual expenditures by $125,134 for the year. See page 30 for further detail.

CAPITAL ASSETS AND DEBT ADMINISTRATION

For detailed information on the School's investment in capital assets and related long-term debt obligations, refer to Notes 2 and 4 of the accompanying financial statements.

SIGNIFICANT ECONOMIC FACTORS

- **Student Enrollment and Funding** - Revenues from the State for current operations are primarily from the Florida Education Finance Program administered by the Florida Department of Education (Department) under the provisions of Section 236.081, Florida Statutes. In accordance with this law, the School determines and reports the number of full-time equivalent (FTE) students and related data to the Department. The Department establishes a per student funding formula each year, and the School receives revenues based on its actual student attendance during the year.

- **Capital Outlay Funding** – In addition to the operating funds discussed under student enrollment, the School annually receives funding for eligible capital outlay projects, including debt service, from State revenue.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of Apalachicola Bay Charter School, Inc.'s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Business Manager, Apalachicola Bay Charter School, Inc., 98 12th Street, Apalachicola, Florida.

APALACHICOLA BAY CHARTER SCHOOL, INC.
STATEMENT OF NET ASSETS
JUNE 30, 2016

	Governmental Activities
ASSETS	
Cash and cash equivalents	$ 326,041
Certificates of deposit	1,413,370
Accounts receivable	4,226
Due from other agencies	17,044
Interest receivable on investments	3,273
Prepaid expenses	64,324
Capital assets, net	1,292,434
TOTAL ASSETS	3,120,712
LIABILITIES	
Salaries, benefits, and payroll taxes payable	103,377
Accounts payable	11,667
Noncurrent liabilities:	
Portion due within one year:	
Liability for compensated absences	32,327
Notes payable	66,155
Portion due after one year:	
Liability for compensated absences	32,327
TOTAL LIABILITIES	245,853
NET ASSETS	
Invested in capital assets, net of related debt	1,226,278
Restricted for:	
Professional staff	37,834
Unrestricted	1,610,747
TOTAL NET ASSETS	$ 2,874,859

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

FUNCTIONS/PROGRAMS	Expenses	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Governmental Activities
Governmental activities:				
Instruction and instruction related services	$ (1,923,596)	$ 209,086	$ -	$ (1,714,510)
General administration - Board	(5,814)	-	-	(5,814)
School administration	(549,048)	-	-	(549,048)
Facilities acquisition and construction	(7,695)	-	7,695	-
Fiscal services	(55,607)	-	-	(55,607)
Pupil transportation services	(53,077)	-	-	(53,077)
Operation of plant	(256,983)	-	173,628	(83,355)
Maintenance of plant	(125,625)	-	-	(125,625)
Interest on long-term debt	(2,711)	-	2,711	-
Total governmental activities	$ (2,980,156)	$ 209,086	$ 184,034	$ (2,587,036)
GENERAL REVENUES:				
Grants and contributions not restricted to specific purposes				2,661,937
Investment earnings				13,099
SPECIAL ITEMS:				
Donated labor - professional services				100,289
Donated value of land usage				9,000
(Loss) on disposal of fixed assets				(432)
Total general revenues and special items				2,783,893
CHANGE IN NET ASSETS				196,857
NET ASSETS - BEGINNING OF YEAR				2,678,002
NET ASSETS - END OF YEAR				$ 2,874,859

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2016

	General Fund	Capital Projects-Public Education Capital Outlay Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	$ 326,041	$ -	$ -	$ 326,041
Certificates of deposit	1,413,370	-	-	1,413,370
Accounts receivable	4,226	-	-	4,226
Due from other agencies	8,520	8,524	-	17,044
Due from other funds	8,524	-	-	8,524
Interest receivable on investments	3,273	-	-	3,273
Prepaid expenses	64,324	-	-	64,324
TOTAL ASSETS	$ 1,828,278	$ 8,524	$ -	$ 1,836,802
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Salaries, benefits and payroll taxes payable	$ 103,377	$ -	$ -	$ 103,377
Accounts payable	11,667	-	-	11,667
Due to other funds	-	8,524	-	8,524
TOTAL LIABILITIES	115,044	8,524	-	123,568
FUND BALANCES				
Restricted	37,834	-	-	37,834
Unassigned	1,675,400	-	-	1,675,400
TOTAL FUND BALANCES	1,713,234		-	1,713,234
TOTAL LIABILITIES AND FUND BALANCES	$ 1,828,278	$ 8,524	$ -	$ 1,836,802

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET ASSETS
JUNE 30, 2016

TOTAL FUND BALANCE - GOVERNMENTAL FUNDS		$ 1,713,234
AMOUNTS REPORTED FOR GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET ASSETS ARE DIFFERENT BECAUSE:		
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is $1,911,036 and the accumulated depreciation is $(618,602).		1,292,434
Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds. Long-term liabilities at year end consist of:		
Liability for compensated absences	$ (64,654)	
Notes payable	(66,155)	(130,809)
TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES		$ 2,874,859

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	General Fund	Capital Projects - Public Education Capital Outlay Fund	Other Governmental Funds	Total Governmental Funds
REVENUES:				
Intergovernmental:				
Florida education finance program	$ 2,486,437	$ 13,400	$ -	$ 2,499,837
Capital outlay funds	-	184,034	-	184,034
Federal through state	-	-	177,695	177,695
State through local	86,204	-	-	86,204
Local	107,287	-	-	107,287
Interest income	13,099	-	-	13,099
TOTAL REVENUES	2,693,027	197,434	177,695	3,068,156
EXPENDITURES:				
Current:				
Instruction and instruction related services	1,673,544	-	177,002	1,850,546
General administration - Board	5,814	-	-	5,814
School administration	429,230	-	693	429,923
Fiscal services	55,607	-	-	55,607
Pupil transportation services	44,579	-	-	44,579
Operation of plant	256,983	-	-	256,983
Maintenance of plant	42,621	83,879	-	126,500
Debt service:				
Principal	-	22,194	-	22,194
Interest	-	2,711	-	2,711
Capital outlay	22,908	151,981	-	174,889
TOTAL EXPENDITURES	2,531,286	260,765	177,695	2,969,746
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	161,741	(63,331)	-	98,410
OTHER FINANCING SOURCES (USES):				
Transfers in	-	36,607	-	36,607
Transfers out	(36,607)	-	-	(36,607)
TOTAL OTHER FINANCING SOURCES (USES)	(36,607)	36,607	-	-
NET CHANGE IN FUND BALANCES	125,134	(26,724)	-	98,410
FUND BALANCES - BEGINNING OF YEAR	1,588,100	26,724	-	1,614,824
FUND BALANCES - END OF YEAR	$ 1,713,234	$ -	$ -	$ 1,713,234

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES WITH THE SCHOOL-WIDE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

NET CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS		$ 98,410
AMOUNTS REPORTED FOR GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES ARE DIFFERENT BECAUSE:		
Capital outlays to purchase or build/renovate capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of activities and allocated over their estimated useful lives as annual depreciation expense. This is the amount by which capital outlay exceeds depreciation in the current period.		
Capital outlay	$ 198,054	
Depreciation expense	(107,072)	90,982
In the statement of activities, the loss on disposal of fixed assets is reported, but has no impact on the governmental funds.		(432)
The accrual of compensated absences is not an expenditure in governmental funds, as no amounts were actually paid. However, for governmental activities, the cost of compensated absences is measured by the amounts earned during the year. This amount reflects the net adjustment to the compensated absences accrual at June 30, 2016.		(14,298)
Repayment of mortgage and note principal is an expenditure in the governmental funds, but it reduces long-term liabilities in the statement of net assets and does not affect the statement of activities.		22,195
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES		$ 196,857

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
STATEMENT OF FIDUCIARY NET ASSETS
JUNE 30, 2016

	Agency Funds
ASSETS	
Cash and cash equivalents	$ 28,035
NET ASSETS	
Assets held in trust for student activities	$ 28,035

SEE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS

APALACHICOLA BAY CHARTER SCHOOL, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Apalachicola Bay Charter School, Inc. conform to generally accepted accounting principles as applicable to school districts. The following is a summary of the significant accounting policies:

Reporting Entity – Apalachicola Bay Charter School, Inc., (the School), was created on July 1, 2001, to operate as a charter school under Florida Statute 228.056. As required by Florida Statute 228.056, the School operates as a nonprofit organization. The School is approved for nonprofit status under Section 501(c)(3) of the Internal Revenue Code.

The School presently maintains a charter with the Franklin County District School Board (the Sponsor) to provide an educational program for elementary and middle school students in grades pre - kindergarten through eight. The School receives a majority of its funding through the Sponsor based on a formula of student attendance, which is identical to that of other Franklin County public schools. The current charter is effective until June 30, 2029. At the end of the term of the charter, the Sponsor may choose not to renew the charter based on grounds specified in the charter. With just cause, the Sponsor is required to notify the School in writing, at least 90 days prior to the charter's expiration. During the term of the charter, the Sponsor may also terminate a charter if good cause is shown. The Apalachicola Bay Charter School, Inc. is considered a component unit of the Franklin County District School Board.

Basis of Presentation – Although the School is a nonprofit corporation, these financial statements are presented using the governmental reporting model. This treatment is required by generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board, due to the nature of the School and the potential for unilateral dissolution by the Sponsor.

The School's basic financial statements consist of school-wide statements, including a statement of net assets and a statement of activities, and fund financial statements, which provide a more detailed level of financial information.

School-wide Financial Statements – The statement of net assets and the statement of activities display information about the School as a whole. These statements include the financial activities of the School, except for fiduciary funds.

The statement of net assets presents the financial condition of the governmental activities of the School at year-end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the School's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants, and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues, which are not classified as program

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

School-wide Financial Statements (continued) – revenues are presented as general revenues of the School. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the School.

Fund Financial Statements – During the year, the School segregates transactions related to certain School functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the School at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Non-major funds are aggregated and presented in a single column.

Fund Accounting – The School uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the School's major governmental funds:

General Fund – The General Fund is used to account for and report all financial resources not accounted for and reported in another fund. It is the primary operating fund of the School.

Special Revenue Funds – Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

Capital Projects Funds – Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities, certain facility maintenance expenses, and other permitted expenses.

Additionally, the School reports the following fiduciary fund type:

Agency Funds – Agency Funds are used to account for the resources of the School's internal funds, which are used to administer monies collected in connection with School student athletic, class and club activities.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Governmental Fund Balance Reporting – The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories as follows:

- *Nonspendable*, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned),
- *Restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation,
- *Committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the School's Board of Directors (the School's highest level of decision-making authority),
- *Assigned* fund balance classification are intended to be used by the School for specific purposes but do not meet the criteria to be classified as restricted or committed, and
- *Unassigned* fund balance is the residual classification for the School's general fund and includes all spendable amounts not contained in the other classifications.

Measurement Focus

School-wide Financial Statements – The school-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the School are included on the statement of net assets.

Fund Financial Statements – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the school-wide statements and the statements for governmental funds.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting – Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. School-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

Revenues – On the accrual basis, revenue is recognized when earned. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For this purpose, the School considers revenues to be available if they are collected within ninety days of the end of the current fiscal year.

Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, and expenditure requirements, in which the resources are provided to the School on a reimbursement basis. Revenue from grants, entitlements and donations that have not satisfied all eligibility requirements are deferred.

Expenses/Expenditures – On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

Cash and Cash Equivalents – The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents. Cash equivalents includes money market accounts as the School may deposit additional funds at any time, and withdraw funds at any time without penalty.

Certificate of Deposits – The School owns certificates of deposit at a local financial institution and through a brokerage account as authorized by the Board of Directors. Maturities range from three months to five years. The certificates of deposit are carried at cost. The difference between cost and market value is insignificant.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting (continued)

Capital Assets – General capital assets result from expenditures in the governmental fund. These assets are reported in the government-wide statement of net assets but are not reported in the governmental fund financial statements.

Capital assets are defined by the School as assets with an initial individual cost of $750 or more and an estimated useful life in excess of one year. Capital assets are capitalized at historical cost or estimated historical cost and updated for additions and retirements during the year. Donated assets are recorded at fair value at the date of donation. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are expensed.

All reported capital assets except land and land improvements are depreciated. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Description	Estimated Lives
Improvements other than buildings	15 – 30 years
Buildings and fixed equipment	15 – 50 years
Furniture and equipment	5 years
Library books	3 – 5 years
Motor vehicles	5 – 10 years
Computer software	5 years

Accumulated Compensated Absences – The School's employees accumulate ten days of sick leave per service period year, and three days of annual leave per service period year. Unused annual and sick leave, up to five days, may be carried over to the next year up to a maximum total of twenty days. Unused annual and sick leave are not paid upon employee termination. All vacation and sick leave is accrued when incurred in the school-wide financial statements.

State Revenue Sources – Revenues from State sources for current operations are received primarily from the Franklin County District School Board (the Sponsor) pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33 (17), Florida Statutes, the School reports the number of full-time equivalent (FTE) students and related data to the Sponsor. Under the provisions of Section 1011.62, Florida Statutes, the Sponsor reports the number of FTE students and related data to the Florida Department of Education (the Department) for funding through the Florida Education Finance Program. Funding for the School is adjusted during the year to reflect revised calculations by the Department under the Florida Education Finance Program and the actual weighted FTE students reported by the School during the designated FTE student survey periods.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting (continued)

State Revenue Sources (continued)

The School may receive federal, state or private awards for the enhancement of various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. For awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred.

The School is also eligible for charter school capital outlay funding. The amounts received under this program are based on the School's actual and projected student enrollments during the fiscal year. Funds received under this program may only be used for lawful capital outlay expenditures and, as such, the unspent portion is reflected as restricted fund balance in the accompanying statement of net assets and balance sheet – governmental funds.

A schedule of revenue from State sources for the current year is presented in a subsequent note.

Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Budgets – The School is required by the contract with the Sponsor to adopt annual budgets for the General Fund, Special Revenue Fund, and Capital Projects Fund. Each budget is presented on the modified accrual basis of accounting, which is consistent with accounting principles generally accepted in the United States of America (GAAP). The legal level of budgetary control is the fund level. Budgets may be amended by the School's Board of Directors. In instances where budget appropriations and estimated revenues have been revised during the year, budget data presented in the required supplemental information represents both the original budget and final authorized amounts. Unused appropriations for all annually budgeted funds lapse at the end of the year.

A comparison of actual results of operations to the budgeted amounts for the General Fund is presented as Required Supplementary Information.

NOTE 2: CAPITAL ASSETS

Capital assets activity for the fiscal year ended June 30, 2016 is as follows:

	Balance July 1, 2015	Additions	Disposals & Adjustments	Balance June 30, 2016
Nondepreciable capital assets:				
Land	$ 331,400	$ -	$ -	$ 331,400
Land improvements-nondepreciable	29,544	-	-	29,544
Total nondepreciable	360,944	-	-	360,944
Depreciable capital assets:				
Building and improvements	701,202	154,131	-	855,333
Improvements other than building	131,016	6,850	-	137,866
Motor vehicles	147,143	-	-	147,143
Library books	12,842	-	-	12,842
Furniture, fixtures and equipment	304,858	30,860	(1,995)	333,723
Computer software	59,410	6,213	(2,438)	63,185
Total at cost	1,356,471	198,054	(4,433)	1,550,092
Less accumulated depreciation and amortization:				
Building and improvements	(158,583)	(40,425)	-	(199,008)
Improvements other than building	(8,522)	(8,593)	-	(17,115)
Motor vehicles	(120,927)	(8,583)	-	(129,510)
Library books	(12,842)	-	-	(12,842)
Furniture, fixtures and equipment	(180,162)	(38,856)	1,563	(217,455)
Computer software	(34,495)	(10,615)	2,438	(42,672)
Total accumulated depreciation and amortization	(515,531)	(107,072)	4,001	(618,602)
Depreciable capital assets, net of accumulated depreciation	840,940	90,982	(432)	931,490
Government Activities Capital Assets, Net	$ 1,201,884	$ 90,982	$ (432)	$ 1,292,434

Depreciation and amortization for the fiscal year ended June 30, 2016, were charged to governmental functions as follows:

Instruction and instruction related services	$ 79,924
School administration	18,565
Pupil transportation services	8,583
	$ 107,072

NOTE 3: INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

The following is a summary of interfund receivables and payables reported in the governmental fund financial statements:

Funds:	Interfund Receivables	Interfund Payables
Major Funds:		
General	$ 8,524	$ -
Capital Projects:		
Public Education Capital Outlay	-	8,524
Total	$ 8,524	$ 8,524

The above interfund receivables and payables represent temporary advances to the Capital Projects Fund, which are expected to be repaid from future capital outlay funding.

The following is a summary of interfund transfers reported in the governmental fund financial statements:

Funds:	Interfund Transfers In	Interfund Transfers Out
Major Funds:		
General	$ -	$ 36,607
Capital Projects:		
Public Education Capital Outlay	36,607	-
Total	$ 36,607	$ 36,607

The above interfund transfers to the Capital Projects Fund from the General Fund were to supplement funding for capital outlay expenditures.

NOTE 4: LONG-TERM OBLIGATIONS

The following is a summary of long-term obligations for the School for the year ending June 30, 2016:

Line of Credit – On December 7, 2011, the School obtained a business line of credit with a local bank in an amount up to $170,000, with a maturity date of December 6, 2016. Monthly payments of all accrued unpaid interest are required beginning January 7, 2012. Interest is calculated at an annual interest rate of 3.05%. Monthly principal payments prior to maturity are at the option of the School. In the promissory note agreement, the lender has the right to demand repayment prior to the scheduled maturity date. The line of credit is secured by a certificate of deposit.

On March 19, 2015, the School reduced the available line of credit from $170,000 to $100,000. All other terms of the original promissory note remain the same.

The School does not expect the bank to exercise its demand option under this financing agreement. However, should the bank demand early repayment, the line of credit will be fully paid by the certificate of deposit that collateralizes the line of credit.

	Balance July 1, 2015	Additions	Retirements & Payments	Balance June 30, 2016	Due Within One Year
Line of Credit- Centennial Bank	$ 88,350	$ -	$ 22,195	$ 66,155	$ 66,155
Total Long-term Liabilities	$ 88,350	$ -	$ 22,195	$ 66,155	$ 66,155

The debt requirements for outstanding long-term debt at June 30, 2016 are as follows:

Year Ending June 30,	Principal	Interest	Total
2017	$ 66,155	$ 2,018	$ 68,173

NOTE 5: SCHEDULE OF STATE REVENUE SOURCES

The following is a schedule of the School's state revenues for the 2015-2016 fiscal year:

Source		
Florida Education Finance Program	$	1,417,473
ESE Guaranteed		53,987
Supplemental Academic Instruction		77,073
Sparsity Supplement		47,631
Discretionary Local Effort		354,379
Safe Schools Allocation		23,033
Instructional Materials Allocation		26,050
Digital Classrooms Allocation		73,529
Teachers Lead		5,290
Student Transportation		44,352
Class Size Reduction		377,040
Total	$	2,499,837

These funds were distributed as follows:

General Fund	$	2,486,437
Capital Outlay Fund (pursuant to state statutes)		13,400
	$	2,499,837

NOTE 6: DEFINED CONTRIBUTION PLAN

The School is a single employer that contributes to the Apalachicola Bay Charter School, Inc. 401(K) Profit Sharing Plan (Plan), which is a defined contribution plan. There are two components to the Plan. Each year the School determines the percentage, up to 5%, that it will contribute under each component of the plan.

The 401(K) component of this plan covers all eligible school employees. Eligible employees may elect to contribute up to 5% of gross salaries to the Plan. In the current fiscal year, the School matched up to 5% of the employee's salary with immediate vesting. At June 30, 2016, there were 38 Plan members participating in the 401(K) component.

The profit sharing component of this Plan covers the Schools' full time teachers, principal, executive assistant, facilities manager, and business manager. In the current fiscal year the School contributed 5% of the eligible employee's salary to the Plan. At June 30, 2016, there were 28 Plan members participating in the profit sharing component.

School contibutions to the Plan for the fiscal years ended June 30, 2014 through 2016 were $79,014, $105,020 and $114,542 respectively.

NOTE 7: DEPOSIT CONCENTRATIONS

The School has deposits at various financial institutions. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 for each institution. As of June 30, 2016, the School's uninsured balances were $1,671.

NOTE 8: SIGNIFICANT FUNDING SOURCES

A substantial amount of the School's funding is received from State and Federal Sources. The State transmits this funding to the Sponsor, who then remits it to the School. The School also is sharing in its Sponsor's Capital Outlay tax levy and is using its share to help pay for the Chapman School renovations. A significant reduction in the level of any of this funding, if this were to occur, could have an adverse effect on the School's programs and activities.

NOTE 9: RISK MANAGEMENT

The School is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The School has purchased various insurance policies to safeguard its assets from risk of loss. Insurance coverage is consistent with previous years. The School does not sponsor a public entity risk pool. There have been no insurance settlements in the past three fiscal years.

NOTE 10: RELATED PARTIES

The School is considered a component unit of the Sponsor.

In May, 2009, the Sponsor sold the Chapman building and land underneath the building (Chapman) to the School. The warranty deed includes a reversion clause. In the event the School is dissolved, or the property is used for other than a classroom facility, Chapman would be deeded back to the Sponsor. The School is prohibited from mortgaging or encumbering the property without the written consent of the Sponsor.

In May, 2009 the Sponsor initiated a land lease with the School for the 2.67 acres of vacant land surrounding Chapman. The term of the lease is for a period of fifty years, and the School has an option to renew the lease for an additional fifty years. The cumulative rent for the entire term of the lease is $50. The School has determined the fair value of the land lease at $9,000 per year.

The Sponsor retains the right to cancel the lease and remove any property added by the School, and reimburse the School for the fair market value of any permanent improvements made to the property.

NOTE 10: RELATED PARTIES (continued)

Food services are provided to the School's students by the Sponsor daily at no cost. All students qualify for free meals under the National School Lunch Act program (NSLA). The Sponsor provides the food, equipment, and personnel to the School and collects any lunch monies related to the program from the NSLA.

NOTE 11: DONATED SERVICES

School health services are provided to the School under a contract between the State of Florida, Department of Health, Franklin County Health Department (DOH-Franklin) and the Sponsor. The School is provided a full-time Licensed Practical Nurse and a part-time School Health Coordinator. The value of the donated professional services is determined based on the annual salary and benefits of the nursing professionals provided to the School and are valued at $70,025.

The Franklin County Sheriff's Office is supporting and partnering with the School in providing a School Resource Officer (SRO) for the students and the faculty of the School during the school year. The value of the donated service is determined based on allocation of the annual salary and benefits received by the SRO over the 180 days of service to the School and valued at $30,264.

NOTE 12: INCOME TAXES

The School operates as a 501(c)(3) non-profit organization in good standing. The School annually files the required income tax Form 990 for nonprofit entities. The School does not have any for-profit activities. In the opinion of management, the School is in compliance with all non-profit operating and reporting requirements under Section 501(c)(3).

The School is currently not under examination by taxing authorities. As of June 30, 2016, the tax years still open to examination by federal jurisdictions are June 30, 2013, June 30, 2014, and June 30, 2015.

NOTE 13: SUBSEQUENT EVENTS

We have evaluated whether there were any subsequent events to be reported through August 25, 2016, which is the date the financial statements were distributed. There were no subsequent events to be disclosed.

APALACHICOLA BAY CHARTER SCHOOL, INC.
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	BUDGETED AMOUNTS		ACTUAL	VARIANCE WITH FINAL BUDGET - POSITIVE
	ORIGINAL	FINAL	(GAAP BASIS)	(NEGATIVE)
REVENUES:				
Intergovernmental:				
Florida education finance program	$ 2,516,900	$ 2,516,900	$ 2,486,437	$ (30,463)
State through local	58,000	58,000	86,204	28,204
Local	36,400	36,400	107,287	70,887
Interest income	10,800	10,800	13,099	2,299
TOTAL REVENUES	2,622,100	2,622,100	2,693,027	70,927
EXPENDITURES:				
Current:				
Instruction and instruction related services	1,615,940	1,615,940	1,673,544	(57,604)
General administration - Board	5,600	5,600	5,814	(214)
School administration	445,120	445,120	429,230	15,890
Fiscal services	54,520	54,520	55,607	(1,087)
Pupil transportation services	62,280	62,280	44,579	17,701
Operation of plant	281,540	281,540	256,983	24,557
Maintenance of plant	35,760	35,760	42,621	(6,861)
Capital outlay	13,300	13,300	22,908	(9,608)
TOTAL EXPENDITURES	2,514,060	2,514,060	2,531,286	(17,226)
EXCESS OF REVENUES OVER EXPENDITURES	108,040	108,040	161,741	53,701
OTHER FINANCING SOURCES (USES):				
Transfers out	-	-	(36,607)	(36,607)
NET CHANGE IN FUND BALANCES	108,040	108,040	125,134	17,094
FUND BALANCES - BEGINNING OF YEAR	1,588,100	1,588,100	1,588,100	-
FUND BALANCES - END OF YEAR	$ 1,696,140	$ 1,696,140	$ 1,713,234	$ 17,094

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FLORIDA INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

August 25, 2016

To The Board of Directors
Apalachicola Bay Charter School, Inc.
Apalachicola, Florida

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Apalachicola Bay Charter School, Inc. as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise Apalachicola Bay Charter School, Inc.'s basic financial statements and have issued our report thereon dated August 25, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Apalachicola Bay Charter School, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Apalachicola Bay Charter School, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Apalachicola Bay Charter School, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Apalachicola Bay Charter School, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

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Certified Public Accountants

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ROLAND VON GOEBEN, C.P.A.

MEMBERS
AMERICAN INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS
FLORIDA INSTITUTE OF CERTIFIED
PUBLIC ACCOUNTANTS

August 25, 2016

To The Board of Directors
Apalachicola Bay Charter School, Inc.
Apalachicola, Florida

MANAGEMENT LETTER

Report on the Financial Statements

We have audited the financial statements of Apalachicola Bay Charter School, Inc., Florida, as of and for the fiscal year ended June 30, 2016, and have issued our report thereon dated August 25, 2016.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General.

Other Reports and Schedules

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports, which are dated August 25, 2016, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding annual financial audit report.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires the name or official title of the entity. The official title of the entity is Apalachicola Bay Charter School, Inc.

Financial Condition

Section 10.854(1)(e)2., Rules of the Auditor General, require that we report the results of our determination as to whether or not the Apalachicola Bay Charter School, Inc. has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that Apalachicola Bay Charter School, Inc. did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Section 10.854(1)(e)6.a. and 10.855(12), Rules of the Auditor General we applied financial condition assessment procedures for the Apalachicola Bay Charter School, Inc. It is management's responsibility to monitor the Apalachicola Bay Charter School, Inc.'s financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Transparency

Sections 10.854(1)(e)7. and 10.855(13), Rules of the Auditor General, require that we report the results of our determination as to whether the Apalachicola Bay Charter School, Inc. maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that the Apalachicola Bay Charter School, Inc. maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Other Matters

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors, applicable management and the Franklin County District School Board, and is not intended to be and should not be used by anyone other than these specified parties.

Skelton, Bryant, Bryant & Scarboro, P.A.
Certified Public Accountants

VISTOR BUSINESS ~~JULY 18~~ September 19, 2016

PRINT NAME	TOPIC
Jim Elsesser	Student issues

VISTOR INPUT

August 4th we emailed the school about Kenneth's credits and possible graduation. - Ignored.

August 17th emailed again about the focus being down and Kenneth doing full-time virtual school, as well as my last email being ignored. - Ignored.

Numerous phone calls to the school were made. - Ignored.

Finally got in touch with Mr. Robinson about FVS and were told to go online and sign him up. That info wasn't correct as we couldn't sign him up online.

Had a meeting with Ms. Rudd and Mr. Robinson. After talking about what Kenneth needed to graduated we were told that Mr. O'Grady would be the one to talk to about signing Kenneth up for FVS. We were told the first step was to withdraw Kenneth from school but we weren't comfortable with that because we wanted to get info on the school and make sure it was all going to work first.

When we called Mr. O'Grady he said Kenneth needed different classes to graduate and that FVS was closed for new students but he could do part-time. He said we had to talk to the school as they do it, not him. He said Mr. Robinson would have to contact him.

Started a four party email to Ms. Rudd, Mr. Robinson, Mr. O'Grady, and us so that we would all be on the same page. Two weeks later we've yet to hear from Mr. O'Grady in response to any of the emails.

We called Ms. Rudd and she made an appointment "personally" with Mr. O'Grady for us, and we were to bring Kenneth, to talk about enrolling in K-12 online school.

At 1pm today Mr. O'Grady had no knowledge of our meeting at 1 and he had another meeting at 1. Putting us back to square one.

It's been nearly 2 months of trying to get this going. Kenneth now can't do FVS because we were ignored to the point beyond enrollment cutoff. We'd really like to learn more about K-12, but we are getting nowhere. His grades are suffering. We're growing weary and are fed-up.

To top it off we got a letting today abut truancy. Kenneth was out sick 4 days and then again today because we were told to bring him to a non-existent meeting. Had we withdrew him from school weeks ago like was suggested by the acting principal and guidance he'd have many more days out.

Jim Elsesser - CARRABELLE
850-323-0960