FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

NOVEMBER 7, 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- Pam Shiver

COMMENTS/DISCUSSION ITEMS

III. NINA M MARKS-SUPERINTENDENT

A. 2015-16 Retiree Recognition & Presentation

IV. BOARD MEMBERS

V. BARBARA SANDERS-BOARD ATTORNEY

A. Carrabelle Nest Relocation Update

BOARD ACTION ITEMS

VI. CONSENT ITEMS

A. Bills-101916 $147,346.00
B. Minutes-10-03-16 FCSB Workshop
C. Minutes-10-03-16 Regular Meeting
D. Minutes-10-10-16 Special Meeting-Final Budget Hearing
E. Minutes-10-10-16 Special Meeting
F. Minutes-10-14-16 FCSB Walkaround Workshop-FCS
G. Minutes-10-17-16 FCSB Workshop
H. Minutes-10-17-16 Regular Meeting

VII. NINA M MARKS-SUPERINTENDENT

A. Recommendation to Rescind Head Football Coaching Supplement

VIII. NICK O'GRADY-CURRICULUM AND GRANTS DIRECTOR

A. 2015-16 Equity Report and Findings
B. 2016-17 PAEC Professional Development Agreement for Beginning and New Teachers
C. 2016-17 Parent Involvement Plan

IX. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. YellowFolder Master Services Agreement & Service Procedure
B. YellowFolder PO-$31,399.76
C. Bus Driver Sitting Time Increase
D. Critical Teacher Shortage Supplement Recommendation
E. Food Service Positions (New)
F. Manager of Facilities, Maintenance & Transportation Job Description (New)

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G. Manager of Facilities, Maintenance & Transportation Salary Schedule
H. Facilities, Maintenance & Transportation Secretary Job Description-(New)
I. Facilities, Maintenance & Transportation Secretary Salary Schedule
J. FCS Security Officer Job Description-(New)
K. KG-1st Additional Teaching Position (New)
L. Avid Tutor Recommendation-D Huckabee
M. Sub List-Nov

X. BUD STRANGE-FACILITIES, MAINTENANCE & OPERATIONS MANAGER

A. 2014-15 FCS Florida Safe Schools Assessment Tools Report (FSAAT)
B. Part-Time Custodial Position

XI. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. Wharton Agreement

XII. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

A. Superintendent's Monthly Report-September
B. ABC School 1st QTR Financials

XIII. 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

XIV. ADJOURNMENT

FRANKLIN COUNTY DISTRICT SCHOOLS

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



Nina M Marks
Superintendent

Mrs. Nina Marks, Superintendent:

School Board Members:

Attached you will find the bills list for 10/19/16. If you have any questions, please call the finance office at 670-2810.

General Fund:	$70,547.91
School Food Service:	$43,638.94
Federal Fund:	$25,185.32
Capital Projects:	$7,973.83
Total	**$147,346.00**

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

ABC REHABILITATION (V000000015)

1520 JENKS AVE
SUITE A
PANAMA CITY, FL 32405

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157379	16/17 ABC REHAB	09/23/2016	SEPT 16 ABC REHAB	09/30/2016	110	5200	310		0091	5307		$1,385.70
														$1,385.70

ALARM FIRE SURVEILLA (V000002593)

INTEGRATORS, LLC
PO BOX 337
CRAWFORDVILLE, FL 32326

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157546	INV. 11080	10/11/2016	11080	10/07/2016	110	8100	390		0091			$1,615.00
														$1,615.00

AMAZON.COM (V000001098)

P. O. BOX 530958
ATLANTA, GA 30353-0958

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157255	Band Speakers	08/30/2016	PO 157255	08/30/2016	110	7400	644		0091	7517		$399.00
A/P RUN 10/19/16 110	Standard	157300	Wireless Keyboards	09/13/2016	PO 157300	09/13/2016	110	5100	590		0091	7517		$2,173.90
A/P RUN 10/19/16 110	Standard	157382	Amazon - Headphones w/ Mic	09/23/2016	PO 157382	09/23/2016	110	7400	644		0091	7517		$373.83
A/P RUN 10/19/16 110	Standard	157386	AMAZON--RICHIE	09/26/2016	PO 157386	09/26/2016	110	7400	642		0091	7517		$187.17

A/P RUN 10/19/16 110	Standard	157409	Amazon - keyboards, adapters, surface pro cord	09/28/2016	PO 157409	09/28/2016	110	7400	644		0091	7517		$814.25
A/P RUN 10/19/16 110	Standard	157468	Amazon - Wireless Keyboards	10/04/2016	PO 157468	10/04/2016	110	7400	644		0091	7517		$147.96
A/P RUN 10/19/16 110	Standard	157536	BILL COUNTING MACHINE	10/10/2016	PO 157536	10/10/2016	110	7300	510		0091			$689.90
A/P RUN 10/19/16 110	Standard	157538	COIN COUNTING MACHINE	10/10/2016	PO 157538	10/10/2016	110	7300	510		0091			$94.85
														$4,880.86

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
A/P RUN 10/19/16 110	Standard	157221	SEPTEMBER BLANKET	08/29/2016	38025	09/16/2016	110	7800	460		9004			$1,840.99
														$1,840.99

ARTEZIA GROUP INC. (V000001106)

4825 WOODLANE CIRCLE
STE. 108
TALLAHASSEE, FL 32303

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157003	WATER BOTTLE 16/17	07/19/2016	398525/23/32	10/06/2016	110	7900	590		9001			$33.25
							110	7900	590		9004			$33.25
							110	7900	590		0091			$52.00
														$118.50

BADGE EXPRESS, INC. (V000000812)

21 POND STREET
ARDEN, NC 28704

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157413	badge	09/29/2016	30448	10/10/2016	110	7900	590		0091			$1,212.00
														$1,212.00

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
A/P RUN 10/19/16 110	Standard	157428	BAKER	09/29/2016	R930505	09/27/2016	110	8100	590		0091			$71.86
A/P RUN 10/19/16 110	Standard	157343	BAKER 5915812	09/15/2016	R932133	09/28/2016	110	8100	590		9007			$295.73
														$367.59

BRIAN STEPHEN HARDY (V001632206)

PO BOX 612
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157208	HARDY	08/23/2016	10/11/16 HARDY	10/11/2016	110	5400	310		0022	8217		$60.00
														$60.00

CENTENNIAL BANK VISA (V000009337)

PO BOX 31021
TAMPA, FL 33631

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

A/P RUN 10/19/16 110	Standard	157472	10/3/16	10/04/2016	PO 157472	10/04/2016	110	7100	390		9001	8837		$50.00
A/P RUN 10/19/16 110	Standard	157566	Sunpass	10/17/2016	SUNPASS 16/17	10/05/2016	110	6400	330		0091			$99.93
A/P RUN 10/19/16 110	Standard	157550	Notary Renewal 2016	10/12/2016	NOTARY RENEWAL PEDDI	10/12/2016	110	7730	730		9001			$103.00
														$252.93

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
A/P RUN 10/19/16 110	Standard	157229	SEPTEMBER 2016 BLANKET	08/29/2016	PO 157229	09/30/2016	110	7800	550		9004			$432.39
														$432.39

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
A/P RUN 10/19/16 110	Blanket	157120	OLIVIA COOPER 16/17	08/03/2016	SEPT 2016 COOPER	09/30/2016	110	7800	390		0091	8807		$384.48
														$384.48

DELL COMPUTERS (V000002305)

C/O DELL USA
PO BOX 534118
ATLANTA, GA 30353-4118

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

A/P RUN 10/19/16 110	Standard	157473	Dell Desktops	10/04/2016	XK1TMX5T7	10/05/2016	110	7400	644		0091	7517		$1,270.44
A/P RUN 10/19/16 110	Standard	157389	Toner for Dell 825	09/26/2016	XK1W5FWD6	10/07/2016	110	5100	510		0091	7517		$2,788.89
														$4,059.33

DONNIE SEGREE (T000004146)

DONNIE SEGREE
PO BOX 333
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157000	SEGREE BUS BARN 16/17	07/19/2016	NOV. 2016 BB	10/17/2016	110	7800	360		9004			$700.00
														$700.00

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
A/P RUN 10/19/16 110	Blanket	156996	DUKE ENERGY 16/17	07/19/2016	OCTOBER 2016 DUKE	10/13/2016	110	7900	430		9004			$68.25
							110	7900	430		0091			$0.00
							110	7900	430		9001			$2,506.48
							110	7900	430		9007			$0.00
														$2,574.73

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

A/P RUN 10/19/16 110	Blanket	156994	FAIRPOINT 16/17	07/19/2016	10/7-11/6/16 FAIRPNT	10/07/2016	110	7900	370		9004			$133.98
							110	7900	370		0091			$5,888.59
							110	7900	370		9007			$0.00
							110	7900	370		9001			$443.41
														$6,465.98

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
A/P RUN 10/19/16 110	Standard	157230	SEPTEMBER 2016 BLANKET	08/29/2016	PO 157230	09/30/2016	110	7800	550		9004			$647.37
														$647.37

FIRST LAB (V000003097)

16450 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157223	SEPTEMBER 2016 BLANKET	08/29/2016	fl00157567	10/07/2016	110	7800	390		9004			$32.25
														$32.25

FRANKLIN CO. LND FIL (V000003426)

33 MARKET STREET
SUITE 203
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157543	SOLID WASTE	10/11/2016	197174	09/19/2016	110	7900	385		0091			$4.55
														$4.55

FRANKLIN'S PROMISE COI (V002523321)

192 COACH WAGONER BLVD.
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157523	9.26-10.6	10/10/2016	9/26-10/6/16 FPC	10/07/2016	110	5100	310		0101	8227		$1,500.00
														$1,500.00

HOWARD TECHNOLOGY SO (V000004137)

SOLUTIONS
P. O. BOX 11407
BIRMINGHAM, AL 35246-1132

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157298	Parts for Mimio & Computer Connection	09/12/2016	PO 157298	09/12/2016	110	7400	644		0091	7517		$5,145.00
A/P RUN 10/19/16 110	Standard	157381	Earbuds	09/23/2016	16-00770893	09/27/2016	110	7400	644		0091	7517		$600.00
														$5,745.00

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
A/P RUN 10/19/16 110	Standard	157037	RENEE	07/19/2016	9/22,27 10/5,2016 RE	10/05/2016	110	5400	310		0022	8217		$195.00
														$195.00

JESSICA NIKIA HARRIS (V001632204)

213 17TH ST.
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157209	HARRIS	08/23/2016	10/13/16 HARRIS	10/13/2016	110	5400	310		0022	8217		$60.00
														$60.00

JOHN EDWARD NUNEZ (T003024034)

164 TWIN LAKES RD
PO BOX 1062
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157567	NUNEZ	10/17/2016	10/4,12, 2016 NUNEZ	10/12/2016	110	5400	310		0022	8217		$135.00
														$135.00

JONES BONNIE (E019080459)

445 23RD AVENUE
APALACHICOLA, FL 32320

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110					9/24/16 JONES	09/24/2016	110	7700	330		9004	9107		$17.00
														$17.00

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
A/P RUN 10/19/16 110	Blanket	157144	HAEUSSER 16/17	08/09/2016	10/3-10/14/16 KH	10/14/2016	110	6140	310		9009	5307		$0.00
							110	6140	310		0091	5307		$1,995.65
														$1,995.65

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
A/P RUN 10/19/16 110	Standard	157038	KRISTEN	07/19/2016	9/3010/7,11,13/16 KR	10/13/2016	110	5400	310		0022	8217		$255.00
														$255.00

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
A/P RUN 10/19/16 110	Standard	157466	LAWN MOWER	10/04/2016	4002	10/13/2016	110	7900	641		9001			$7,649.95
														$7,649.95

MINOLTA CORPORATION (V000005711)

SOLUTIONS USA INC
DEPT.2366 PO BOX 122366
DALLAS, TX 75312-2366

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157005	MINOLTA 16/17	07/19/2016	SEPT 16 MINOLTA	09/30/2016	110	7700	390		9001	8607		$109.39
							110	7700	390		0091	8607		$888.44
														$997.83

MOVIE LICENSING USA (V000006402)

2844 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

A/P RUN 10/19/16 110	Standard	157467	MOVIE LICENSING USA-RENEWAL	10/04/2016	2243067	09/26/2016	110	5100	360		0091			$465.00
														$465.00

NEOLA, INC (V000002581)

3914 CLOCK POINTE TRAIL
SUITE 103
STOW, OH 44224

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	156983	NEOLA 16/17	07/18/2016	63485	09/15/2016	110	7100	310		9001			$1,600.00
														$1,600.00

OFFICE DEPOT (V002340059)

PO BOX 633301
CINCINNATI, OH 45263-3301

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157426	Order	09/29/2016	PO 157426	09/29/2016	110	7200	510		9001			$49.49
							110	7500	510		9001			$36.33
														$85.82

PAEC (V000006660)

753 WEST BOULEVARD
CHIPLEY, FL 32428

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157544	PAEC VS037	10/11/2016	VS037	09/26/2016	110	5100	310		7001			$275.00
														$275.00

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
A/P RUN 10/19/16 110	Standard	157476	100189	10/04/2016	100189	09/06/2016	110	7800	550		9004			$225.00
A/P RUN 10/19/16 110	Standard	157548	PANAMA ALTERNATOR 9/21/16	10/12/2016	100249	09/21/2016	110	7800	550		9004			$89.00
														$314.00

PANAMA BUSINESS MACH (V000007241)

505 W. 15TH 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
A/P RUN 10/19/16 110	Blanket	156988	PANAMA BUSINESS 16/17	07/18/2016	198038/198040	10/03/2016	110	7700	390		9001	8607		$6.59
A/P RUN 10/19/16 110	Blanket	156988	PANAMA BUSINESS 16/17	07/18/2016	198207	10/12/2016	110	7700	390		9001	8607		$64.68
														$71.27

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
A/P RUN 10/19/16 110	Standard	157522	QUILL	10/10/2016	9863263	10/10/2016	110	7500	590		9001			$11.03
														$11.03

RUMBERGER,KIRK & CAL (V000007551)

P.O. BOX 1873
ORLANDO, FL 32802

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157524	INV 831381	10/10/2016	831381	09/30/2016	110	7100	312		9001			$737.00
														$737.00

SANDERS AND DUNCAN, (V000008011)

P.O. BOX 157
APALACHICOLA, FL 32329

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157568	29560	10/17/2016	29560	10/12/2016	110	7100	311		9001			$2,029.50
														$2,029.50

SCHOOL CHECK IN (V000642557)

PO BOX 17979
TAMPA, FL 33682-7979

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157540	SCI Supplies	10/11/2016	0030336	10/12/2016	110	7700	510		9001			$433.40
														$433.40

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
A/P RUN 10/19/16 110	Blanket	157106	SOUTHERN SPEECH 16/17	08/02/2016	10/3-10/14/16 ANGELA	10/14/2016	110	5200	310		0091	5307		$4,448.00

														$4,448.00

TAYLOR COUNTY SCHOOL (V000002501)

TAYLOR COUNTY SCHOOL BD
318 N CLARK STREET
PERRY, FL 32347

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157560	TAYLOR CO 16/17	10/13/2016	8/3-9/23/16 TC	09/23/2016	110	5200	310		0091	5307		$729.25
							110	5200	310		9009	5307		$741.72
														$1,470.97

TELETECH ASSOCIATES (V000002597)

DBA TELETECH ASSOCIATES
PO BOX 637
RHINEBECK, NY 12572-0637

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Blanket	157541	ERATE 16/17	10/11/2016	TTFRNFY163	10/07/2016	110	7700	390		9001	8857		$250.00
														$250.00

TERMINIX INTERNATION (V000004002)

P O BOX 742592
CINCINNATI, OH 45274-2592

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157141	TERMINEX 16/17	08/09/2016	9/28/16 TERMINEX	09/28/2016	110	7900	390		0091			$339.00
														$339.00

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
A/P RUN 10/19/16 110	Standard	157556	INV 177171	10/13/2016	177171	10/03/2016	110	8100	590		0091			$214.79
														$214.79

TRUGREEN (V000009950)

PO BOX 78031
PHOENIX, AZ 85062-8031

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157525	TRUGREEN 9/24/16	10/10/2016	55038091	09/29/2016	110	7900	390		0091			$1,000.00
														$1,000.00

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
A/P RUN 10/19/16 110	Blanket	156995	VERIZON 16/17	07/19/2016	9/2-10/1/16 VERIZON	10/01/2016	110	7800	371		9004			$497.69
							110	7900	371		0091			$0.00
							110	7700	371		9001			$0.00
							110	8100	371		9007			$0.00
														$497.69

WALLACE PUMP & SUPPLY (V000009419)

P.O. BOX 13517
MEXICO BEACH, FL 32410

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157482	INV 21021	10/06/2016	21021	09/06/2016	110	8100	590		9007			$279.12
														$279.12

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
A/P RUN 10/19/16 110	Standard	157040	WAYNE	07/19/2016	10/4,6,2016	10/06/2016	110	5400	310		0022	8217		$120.00
														$120.00

WEX FLEET UNIVERSAL (V002359076)

PO BOX 6293
CAROL STREAM , IL 60197-6293

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157470	BLANKET	10/04/2016	47063392	09/30/2016	110	7800	460		9004			$158.79
							110	7800	450		0091			$393.03
							110	8100	450		9007			$180.53
							110	7800	450		9004			$241.29
														$973.64

WILLIE NICHOLS (T000002204)

141 PATTY LN
EASTPOINT, FL 32328

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157034	WILLIE	07/19/2016	9/23,28,2910/6/16 WI	10/06/2016	110	5400	310		0022	8217		$247.50
														$247.50

WRITE SCORE (V002340080)

350 ENGLENOOK DR
DEBARY, FL 32713

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 110	Standard	157376	Write Score LLC	09/22/2016	5276I	09/30/2016	110	5100	590		0091	7207		$9,100.10
														$9,100.10

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
A/P RUN 10/19/16 110	Blanket	157144	HAEUSSER 16/17	08/09/2016	10/3-10/14/16 KH	10/14/2016	420	6140	310		0091	04767		$0.00
							420	6140	310		9009	04767		$0.00
														$0.00

Grand Totals

Fund	Amount
110	$70,547.91
420	$0.00
Grand Totals:	**$70,547.91**

Signature #1

Signature _____ Date _____

Signature #2

Signature _____ Date _____

Signatures confirm the Check and Invoice Reconciliation Reports match

AMAZON.COM (V000001098)

P. O. BOX 530958
ATLANTA, GA 30353-0958

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 410	Standard	157295	FF&V PROGRAM	09/12/2016	PO 157295	09/12/2016	410	7600	510		9003			$436.50
														$436.50

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
A/P RUN 10/19/16 410	Standard	157329	FAN MOTOR	09/15/2016	R857119	09/27/2016	410	7600	590		9003			$378.58
														$378.58

DJKT ENTERPRISES, IN (V000004016)

5096 TENNESSE
CAPITAL BOULEVARD
TALLAHASSEE, FL 32303

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 410	Standard	157537	CRSS - ERICK HILL	10/10/2016	59380	09/23/2016	410	7600	390		0101			$275.00
							410	7600	390		9003	9009		$275.00
							410	7600	390		9003			$275.00
A/P RUN 10/19/16 410	Standard	157535	CRSS - ERIC HILL	10/10/2016	59389	09/28/2016	410	7600	510		9003			$1,266.00
														$2,091.00

M & B PRODUCTS (V000005736)

8601 HARNEY ROAD
TEMPLE TERRACE, FL 33637

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 410	Standard	157551	MILK	10/12/2016	PO 157551	10/12/2016	410	7600	570		9003			$4,872.48
							410	7600	570		9003	9009		$1,224.54
														$6,097.02

ORIENTAL TRADING CO (V000006560)

ORIENTAL TRADING COMPANY
P.O. BOX 14502
DE MOINES, IA 50306

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 410	Standard	157259	SUPPLIES	08/30/2016	679587847-01	09/28/2016	410	7600	510		9003			$426.80
														$426.80

TAFFORD RESOURCES (V002172542)

PO BOX 602763
CHARLOTTE, NC 28260-2763

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 410	Standard	157280	UNIFORMS	09/08/2016	255243	09/30/2016	410	7600	510		9003			$3,995.30
														$3,995.30

U.S. FOODSERVICE (V000009178)

PO BOX 198421
ATLANTA, GA 30384-8421

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

A/P RUN 10/19/16 410	Standard	157530	FF&VP	10/10/2016	PO 157530	10/10/2016	410	7600	510		9003			$126.10
							410	7600	570		9003			$2,983.18
A/P RUN 10/19/16 410	Standard	157531	SUPPER	10/10/2016	PO 157531	10/10/2016	410	7600	510		9003			$137.52
							410	7600	570		9003			$412.41
A/P RUN 10/19/16 410	Standard	157532	FOOD - ABC SCHOOL	10/10/2016	PO 157532	10/10/2016	410	7600	570		9003	9009		$5,399.47
							410	7600	510		9003	9009		$966.18
A/P RUN 10/19/16 410	Standard	157539	FOOD	10/10/2016	PO 157539	10/10/2016	410	7600	570		9003			$16,016.83
							410	7600	510		9003			$2,051.00
A/P RUN 10/19/16 410	Standard	157549	USDA	10/12/2016	PO 157549	10/12/2016	410	7600	390		9003			$65.52
							410	7600	390		9003	9009		$2.34
														$28,160.55

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
A/P RUN 10/19/16 410	Standard	157534	GARBAGE	10/10/2016	1221368/1221566	09/20/2016	410	7600	385		9003			$2,053.19
														$2,053.19

Grand Totals

Fund	Amount
410	$43,638.94
Grand Totals:	**$43,638.94**

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
A/P RUN 10/19/16 420	Blanket	157144	HAEUSSER 16/17	08/09/2016	10/3-10/14/16 KH*	10/14/2016	110	6140	310		9009	5307		$0.00
							110	6140	310		0091	5307		$0.00
														$0.00

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
A/P RUN 10/19/16 420	Standard	157392	Title II, Part A	09/27/2016	PO 157392	09/27/2016	420	6400	330		9009	04187		$944.58
A/P RUN 10/19/16 420	Standard	157475	04767 IDEA	10/04/2016	PO 157475	10/04/2016	420	5200	151		9009	04767		$1,235.26
							420	5200	121		9009	04767		$3,581.76
							420	5200	210		9009	04767		$179.08
							420	5200	510		9009	04767		$446.17
							420	5200	231		9009	04767		$580.00
							420	5200	221		9009	04767		$64.85
							420	5200	220		9009	04767		$277.30
							420	5200	233		9009	04767		$12.30
							420	5200	232		9009	04767		$4.38
														$7,325.68

BALLARD & TIGHE PUBL (V000001337)

P.O. BOX 219
BREA, CA 92822-0219

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

A/P RUN 10/19/16 420	Standard	157398	Ballard & Tighe	09/27/2016	0153819-IN	09/27/2016	420	5100	510		0091	04397		$209.60
							420	5100	360		0091	04397		$124.00
														$333.60

DISCOVERY EDUCATION (V000002379)

P.O. BOX 791363
BALTIMORE, MD 21279-1363

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 420	Standard	157484	Discovery Education	10/06/2016	90125520	07/01/2016	420	5100	360		0091	04397		$6,400.00
														$6,400.00

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
A/P RUN 10/19/16 420	Standard	157553	Fairpoint Oct 2016	10/13/2016	10/7-11/6/16 NEST	10/07/2016	420	7700	370		0091	04777		$56.46
														$56.46

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
A/P RUN 10/19/16 420	Blanket	157144	HAEUSSER 16/17	08/09/2016	10/3-10/14/16 KH*	10/14/2016	420	6140	310		0091	04767		$1,995.65
							420	6140	310		9009	04767		$695.25
														$2,690.90

MAGNIFYING MINDS (V000009095)

417 RIVER ROAD
CARRABELLE, FL 32322

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 420	Blanket	157187	MAGNIFYING MINDS 16/17	08/17/2016	SEPT 16 MM	09/30/2016	420	5900	310		0091	04397		$1,526.25
														$1,526.25

MEDIACOM (V000006401)

PO BOX 105407
ATLANTA, GA 30348-5407

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 420	Standard	157557	MediaCom Oct 2016a	10/13/2016	PO 157557	10/13/2016	420	7700	370		0091	04777		$199.95
														$199.95

PAEC (V000006660)

753 WEST BOULEVARD
CHIPLEY, FL 32428

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 420	Standard	157477	ProPEL	10/04/2016	31312	09/23/2016	420	6400	730		0091	04187		$1,000.00
A/P RUN 10/19/16 420	Standard	157469	ESE Contract 1617	10/04/2016	31320	09/29/2016	420	5200	310		0091	04767		$3,750.00
														$4,750.00

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
A/P RUN 10/19/16 420	Standard	157278	PREMIER STUDENT PLANNERS	09/07/2016	204500487301	09/23/2016	420	5100	510		0091	04397		$1,234.50
														$1,234.50

SYSCO FOODS (V000008012)

2001 W. MAGNOLIA AVE #2
GENEVA, AL 36340

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 420	Standard	157542	SYSCO--PERKINS	10/11/2016	610130557	10/13/2016	420	5300	510		0091	04457		$667.98
														$667.98

Grand Totals

Fund	Amount
110	$0.00
420	$25,185.32
Grand Totals:	**$25,185.32**

Signature #1

Signature _____ Date _____

Signature #2

Signature _____ Date _____

Signatures confirm the Check and Invoice Reconciliation Reports match

AMAZON.COM (V000001098)

P. O. BOX 530958
ATLANTA, GA 30353-0958

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 370	Standard	157370	AMAZON--PLAYGROUND SWINGS	09/22/2016	PO 157370	09/22/2016	370	7400	642		0091	37915		$599.76
														$599.76

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
A/P RUN 10/19/16 370	Standard	157281	QUOTE 5914934	09/08/2016	R829963	09/13/2016	370	7400	682		9001	37915		$526.07
														$526.07

BROOKS BUILDING SOLU (V000001300)

4501 BEVERLY AVE
JACKSONVILLE, FL 32210

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 370	Standard	157545	BROOKS	10/11/2016	22498/22423	09/28/2016	370	7400	682		0091	37915		$2,715.00
A/P RUN 10/19/16 370	Blanket	157068	BROOKS BUILDING 16/17	07/28/2016	22565	10/06/2016	370	7400	682		0091	37915		$540.00
														$3,255.00

EZ FLEX, LLC (V002282387)

4709 S. EDGEWOOD TERRACE
FORT. WORTH, TX 76119

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

A/P RUN 10/19/16 370	Standard	157292	FLEX-CHEER MATS	09/12/2016	34060	09/28/2016	370	7400	642		0091	37915		$3,488.00
														$3,488.00

GEORGIA-FLORIDA BURG (V000003712)

P.O. BOX 2747
THOMASVILLE, GA 31799-

Batch Name	PO Type	PO #	PO Name	PO Date	Invoice #	Invoice Date	Fund	Function	Object	Revenue	Facility	Project	Program	Amount
A/P RUN 10/19/16 370	Blanket	157481	OCT - DEC 2016	10/05/2016	454409	10/01/2016	370	7400	682		9001	37915		$105.00
														$105.00

Grand Totals

Fund	Amount
370	$7,973.83
Grand Totals:	**$7,973.83**

Signature #1

Signature _____ Date _____

Signature #2

Signature _____ Date _____

Signatures confirm the Check and Invoice Reconciliation Reports match

SANDERS AND DUNCAN, P.A.
P.O. BOX 157
80 MARKET ST.
APALACHICOLA, FLORIDA 32329

Ph: 850-653-8976 Fax: 850-653-8743

Franklin County School Board
Attn: Accounts Payable
85 School Road, Suite 1
Eastpoint, FL 32328

October 12, 2016

Matter #: 88-001
Inv #: 29560

Re: Monthly Invoice

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
09/01/2016	Review agenda, minutes and literature	2.00	250.00	BS
09/06/2016	Attend regular meeting and workshop	1.80	225.00	BS
	Email from and to L. Chipman re: Student medical records and approval for home bound education	0.20	19.00	DD
09/14/2016	Email (research) re:	0.30	37.50	BS
	Email from and to L. Chipman follow up on home bound student application	0.10	9.50	DD
09/15/2016	Attend expulsion hearing	1.00	125.00	BS
09/16/2016	Telephone call from L. Dietzen re: Continuing Ed and contract	0.50	62.50	BS
	Research re: Employee background, telephone call to K. Peddie	0.10	12.50	BS
09/19/2016	Attend regular meeting	1.00	125.00	BS
	Emails with K. Peddie re: Backgrounds	0.20	25.00	BS
	Preparing for workshop and review of policies and statutes and attending workshop.	4.10	389.50	DD
	Email to and from L. Chipman re: Confirmation of student address for truancy notice	0.10	9.50	DD

	Email to and from L. Chipman re: Request from Franklin County Clerk for memo / agreement	0.10	9.50	DD
	Email to and from L. Chipman re: Attendance status for and review of student progress	0.20	19.00	DD
09/20/2016	emails to and from L. Chipman, telephone call to Ms. Moron, review of attendance for student and discussion re: plan regarding current truancy petition.	0.90	85.50	DD
	Follow up email with L. Chipman re: Student progress and attendance, meeting with parent	0.20	19.00	DD
09/21/2016	Review subpoena	0.20	25.00	BS
09/22/2016	Email and review of record	0.20	25.00	BS
09/23/2016	Update and draft of notice of hearing due to docket change by Judge	0.40	38.00	DD
09/26/2016	Attend special meeting	0.30	37.50	BS
	Email from L. Chipman re: Scheduling meeting with parent	0.10	9.50	DD
09/28/2016	Attending truancy hearings and draft of orders.	1.70	161.50	DD
	Prepare for and attend student truancy docket	1.20	114.00	DD
	Draft order for Judge's signature from truancy docket	1.70	161.50	DD
	Totals	18.60	$1,995.00	

DISBURSEMENTS

		Disbursements	**Receipts**
09/30/2016	In house photocopy expense	34.50	
	Totals	$34.50	$0.00

Total Fees, Disbursements	**$2,029.50**
Previous Balance	$913.97
Previous Payments	$913.97
THANK YOU!	
Balance Due Now	**$2,029.50**

Payments received after the last day of the month will be reflected on next month's invoice.

Rumberger
KIRK & CALDWELL

Lincoln Plaza, Suite 1400
300 South Orange Avenue (32801)
Post Office Box 1873
Orlando, Florida 32802-1873

Telephone 407. 872.7300
Telecopier 407.841.2133

September 30, 2016

Shannon Venable
Franklin County School District
85 School Road, Suite 1
Eastpoint, FL 32328

RE: Franklin County School District In Re: Union Negotiations and Law Law Consulting

Our File No.: F280 – 117641

Dear Ms. Venable:

Enclosed is our interim invoice number 831381 dated September 30, 2016 in the total amount of $737.00, which breaks down as follows:

Current Fees:	$	725.00
Current Costs:	$	12.00
Current Amount Due:	**$**	**737.00**
Total Amount Due:	$	737.00

If this billing meets with your approval, we would appreciate receiving payment within thirty days. Should you have any questions, please do not hesitate to give us a call.

Very truly yours,

Leonard J. Dietzen, III

Enclosure

Rumberger, Kirk & Caldwell
Accounting Office
P.O. Box 1873
Orlando, FL 32802

Our Federal ID No.: 59-2089901

September 30, 2016

Shannon Venable
Franklin County School District
85 School Road, Suite 1
Eastpoint, FL 32328

Our File No.: F280 - 117641

Invoice No: **831381**

Current Amount Due:	$	737.00
Through August 31, 2016:		
Total Amount Due:	$	737.00

Franklin County School District In Re: Union Negotiations and Law Law Consulting

Legal Services Rendered Through August 31, 2016

Current Legal Fees

Date	Tkpr	Description	Time
07/29/2016	LJD	Telephone conference with Barbara Sanders regarding Denton Cove status.	0.3
08/02/2016	LJD	Reviewed email from Karen Peddie regarding complete salary schedule.	0.1
08/04/2016	CD	Revise and clean contract to incorporate all TA's . salary schedule and forms.	0.5

08/04/2016	LJD	Reviewed evaluation changes for contract revisions.	0.2
08/04/2016	LJD	Telephone conference with Tony Gentile regarding status.	0.1
08/05/2016	CD	Prepare clean draft of bargaining agreement for FCTA.	0.5
08/11/2016	LJD	Reviewed email from Karen Peddie regarding Union issues; reviewed CBA; telephone conference with Karen Peddie regarding Union.	0.4
08/12/2016	LJD	Reviewed numerous public records to produce to Tony Gentile; reviewed Shannon Venable's reply; drafted email to Tony Gentile regarding Board response to Chapter 119 request.	1.4
08/15/2016	DCW	Receipt and review of e-mails regarding settlement (Denton Cove).	0.1
08/15/2016	LJD	Drafted emails to and reviewed emails from Karen Peddie regarding Union issues.	0.3
08/15/2016	LJD	Drafted emails to and reviewed emails from Karen Peddie regarding bargaining issues.	0.2
08/18/2016	LJD	Drafted email to and reviewed email from Karen Peddie regarding Union issues.	0.1
08/21/2016	LJD	Drafted emails to and reviewed emails from Karen Peddie regarding insurance issues.	0.1

Timekeeper Summary

Timekeeper	Hours	Rate	Total
Leonard J. Dietzen, III	3.2	$ 200.00	$ 640.00
David C. Willis	0.1	$ 200.00	$ 20.00
Carlie Duquette	1.0	$ 65.00	$ 65.00
Total Hours and Fees:	4.3		$ 725.00

Timekeeper Summary by Rank

Timekeeper Rank	Hours	Total
Senior Partner	3.3	$ 660.00
Legal Assistant	1.0	$ 65.00
Total Fees by Rank:		$ 725.00

Advanced Costs

Date	Description	Amount
	Photocopies (80) @ $ 0.15	12.00
	Total Client Costs Advanced:	$ 12.00

Bill Summary

Current Legal Fees:	$	725.00
Current Costs:	$	12.00
Current Amount Due:	$	737.00
Total Amount Due:	$	737.00

Rumberger, Kirk & Caldwell
Accounting Office
P.O. Box 1873
Orlando, FL 32802

Our Federal ID No.: 59-2089901

09/30/16

Shannon Venable
Franklin County School District
85 School Road, Suite 1
Eastpoint, FL 32328

Our File No.:F280 - 117641

Invoice No.: 831381

Current Amount Due: Through 08/31/2016	$	737.00
Previous Balance Due:	$	0.00
Total Amount Due:	$	737.00

Franklin County School District In Re: Union Negotiations and Law Law Consulting

Legal Services Rendered Through 08/31/2016

REMITTANCE ADVICE
PLEASE RETURN THIS PAGE

FRANKLIN COUNTY SCHOOL BOARD
WORKSHOP
WILLIE SPEED BOARD ROOM

OCTOBER 3, 2016

5:30 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

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

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

I. CALL TO ORDER-Chair Shiver called the workshop to order at 5:31 p.m. and then turned over to Mrs. Karen Peddie.

II. BOARD INFORMATION COMMENTS/DISCUSSION ITEMS

A. Micrographics Document Management Presentation

Mrs. Peddie, HR Director introduced Mrs. Jenny Van Hart, Vice President of Micrographics to discuss options available to the District for minimizing storage of paper documents.

Mrs. Jenny Van Hart, gave a brief explanation of her qualifications and history with the company. She gave the following presentation:

Current Situations

- Filing Cabinets
- Boxes-
- Bookcases
- Binders
- Stacks

Options Available

- Maintain Paper Documents
- Conduct Records Survey
- Create Databases of every filing cabinet and box
- Create a system for tracking and adding
- Identify records that meet retention

Electronic Content Management Solution

- Scan paper files and create multiple page PDF files
- Upload into an electronic content management solution (Cloud or on Premise)

Electronic Content Management Solution Return on Investment

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
WORKSHOP
WILLIE SPEED BOARD ROOM

OCTOBER 3, 2016

5:30 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

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OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

- Reduced Retrieval Times
- Misfile Correction
- Knowledge file is there
- Security-control/restrict access
- Taxonomy-enforced fields, standardized data
- Revision control
- Workflow-pre-set rules and events
- Records retention
- Concurring Licensing

What Are Other Districts Doing (Competitive Bid Piggy Back)

- Suwanee Schools
  - Active Employees
  - Terminated Employees
  - Student Records
- Jefferson Schools
  - Terminated Employees
  - Student Records
  - Payroll

Budget Figures

- SAFE Electronic Content Management Solution
  - One Concurrent License of Safe Cloud ($100 per month)
  - Additional Concurrent Licenses of Safe Cloud ($70 per month)

The Board expressed concern regarding the cost this software. Mr. Kevin Ward, President of Eagletree Technology and the Board discussed funding sources for acquisition of this software and whether or not this purchase could be reimbursed from E-Rate. Mrs. Peddie suggested digitizing just student records allowing for the restructure of the file room and challenges of maintaining and accessing old student records. Superintendent Marks

FRANKLIN COUNTY SCHOOL BOARD
WORKSHOP
WILLIE SPEED BOARD ROOM

OCTOBER 3, 2016

5:30 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

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

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

remarked that our District is a coastal city and we need to be mindful of records storage. Mr. Ward was of the opinion it would be more timely and cost effective to purchase a product like this instead of trying to have someone scan all the documents by hand.

Chair Shiver adjourned workshop at 6:05 p.m.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 3, 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

I. **CALL TO ORDER/ADOPTION OF AGENDA- Chair shiver called the meeting to order at 6:09 p.m. Superintendent Marks requested the following changes to the agenda:**
Add: V-D (Attorney Sanders) City of Carrabelle/Nest Verbal Update
Add: (Superintendent Marks) Superintendent-VIII-A 2016-17 SSDCC Resolution & Invoice
Add: (N Grady) XII-A 2016-17 PAEC Virtual School Contract Agreement
Add: (S Summers) XV-A 2016-17 Uniform Statewide Assessment Calendar
Add: (S Venable) XVI-A TRIM Memo-Revised 092916
Revised: (S Venable) XVI-B Denton Cove Extension Fee Recommendations-Revised

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

II. **INVOCATION AND PLEDGE OF ALLEGIANCE-** Pam Marshall

COMMENTS/DISCUSSION ITEMS

III. **NINA M MARKS-SUPERINTENDENT**
Superintendent Marks announced that she just received notification from Governor Rick Scott a state-wide emergency declaration due to hurricane Matthew and asked everyone to pay attention to the track of the storm. Chair Shiver and Superintendent Marks discussed District mitigation plan.

Superintendent Marks discussed upcoming professional development day for staff and the Liberty Council Presentation. She explained that upon review of the presentation material by our PAEC legal counsel, Coppins, Monroe, Adkins & Dincman, P. A. and explained that counsel did not see a problem in allowing the presentation however they did advise that it not take place before 3:15 p.m. which is contract time for instructional staff and that participation is optional, not mandatory. Chair Shiver remarked that this was an educational seminar regarding students' religious rights and a very important module to the professional development of our teachers. Superintendent Marks read an excerpt from the legal opinion submitted by Coppins, Monroe, Adkins & Dincman, P.A. Chair Shiver asked if teachers would receive professional development credit if the seminar was held after hours.
Chip Clatto, FCS Principal addressed the Board. He remarked that everyone was in favor of religious expression however this presentation was scheduled prior to the new school administration and there was a lot of critical and pivotal ground to cover with few professional development days. Principal Clatto was of the opinion administrators could not afford the 4 hour block of time scheduled for this presentation adding he would encourage staff to stay after hours

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

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

to participate. He told the Board teachers could get professional development credit for curriculum and instruction. The Board and Principal Clatto discussed teachers getting paid for professional development.

IV. BOARD MEMBERS

Kirvin

- Discussed the status of the front gate. Mr. Bud Strange, Facilities, Maintenance and Operations Manager and Superintendent Marks discussed the status of the gate the, job duties of the person stationed in the gate and budgetary restraints. Ms. Martin requested from Mrs. Venable, Financial Services Director to bring back a budget on the matter.
- Discussed with Mr. Strange the bus driver shortage.

Marshall

- Discussed with Superintendent Marks the naval ROTC
- Discussed with Mrs. Peddie overtime for custodians working on Saturday.

Shiver

- Requested that the guard gate and duties be placed on the October 17 meeting.
- Discussed making sure all items are put in the agenda packet.
- Discussed re-location of the bus barn the need for a back-up plan
- Discussed the educational merits of the Liberty Council Paraprofessional Presentation and the need to stress the importance of employee attendance.

Martin

- Discussed the length of the current bus contract
- Discussed with Mr. Kirvin the status of the back road to the school
- Discussed the need for a workshop regarding employees hired with felonies. Board agreed to have workshop on that matter November 7th.
- Discussed with Mr. Strange the lights not being on for employees in the morning.
- Discussed with Mrs. Venable about retroactive supplemental pay and creating a calendar to approve supplements throughout the year instead of all at one time and bring back to the Board.

Mr. Thompson

- Requested a meeting with Assistant Principal Rudd and Mrs. Peddie, HR Director after the Board meeting concluded.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 3, 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

V. BARBARA SANDERS-BOARD ATTORNEY

A. Forestry Scholarship-Edits
Attorney Sanders remarked the scholarship is ready for approval.

Motion by Martin, seconded by Kirvin to approve with edits; Motion carried 5-0

B. Student Truancy Agreement (Document to follow)
The Board agreed to postpone this item until the 10/17 meeting.

C. Liberty Council Paraprofessional Presentation
Attorney Sanders remarked this item had been addressed by Superintendent Marks

D. City of Carrabelle/Nest **(ADDED AT MEETING)**
Discussed with the Board a letter received she received from the City of Carrabelle Attorney, Dan Hartman. Mrs. Melonie Inzetta, Nest Program Coordinator, addressed the Board and shared her ideas on an area that could be used to relocate the program. Mrs. Inzetta was of the opinion that if the City of Carrabelle does not build an area to include the Nest, 60 students will be displaced. The Board and Mrs. Inzetta discussed this matter further. The Board agreed to have Mr. Kirvin, Superintendent Marks and Attorney Sanders have a sit down meeting with Carrabelle City Attorney.

Mr. Kirvin discussed the policy about students getting in game free. Mrs. Rudd, Assistant VP addressed the Board with a clarification of that rule.

VI. PUBLIC/VISITOR COMMENTS

Mr. Paul Bankston, FCS Paraprofessional/ MS Basketball Coach addressed the Board distributed basketball schedules to the Board and invited them to attend some games and the athletic handbook.

B O A R D A C T I O N I T E M S

VII. CONSENT ITEMS

A. Bills-091916 $230,704.50
B. Minutes-09-06-16 FCSB Workshop
C. Minutes-09-06-16 Regular Meeting
D. Minutes-09-12-16 Special Meeting
E. Minutes-09-15-16 Special Meeting-Final Budget Hearing
F. Minutes-09-19-16 FCSB Workshop
G. Minutes-09-19-16 Regular Meeting

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 3, 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

Motion by Thompson, seconded by Marshall to approve items VII-A, B, C, D, E, F and G; Motion carried 5-0

VIII. NINA M. MARKS-SUPERINTENDENT (ADDED AT MEETING)

A. 2016-17 SSDCC Resolution and Invoice

Motion by Marshall, seconded by Martin to approve item VIII-A; Motion carried 5-0

IX. CHIP CLATTO-FCS PRINCIPAL

A. Travel Request-Student-Girls Golf Tournament 1
B. Travel Request-Student-Girls Golf Tournament 2

Motion by Kirvin, seconded by Marshall to approve items IX-A and B; Motion carried 5-0

X. SONJA BUFFIN-TRANSPORTATION MANAGER

NO ACTION ITEMS

XI. TERRY HILTON-FOOD SERVICE DIRECTOR

Mrs. Hilton shared with the Board the outcome of the Harvest Hoe-down regarding student nutrition.

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

A. 2016-17 PAEC Virtual School Contract Agreement **(ADDED AT MEETING)**

Mr. O'Grady and Ms. Martin discussed the payment of the fee if a student withdraws.

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

XIII. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. Additional Attendance Assistant

Mrs. Peddie remarked that she was not recommending the approval of this item at this time. Richie Herrington, Coordinator of Assessment and MIS addressed the Board and updated them on how he is progressing in his new position.

Motion by Marshall, seconded by Kirvin to approve item XIII-A;

Motion by Marshall seconded by Kirvin to rescind motion to approve item XIII-A and take off of postpone list; Motion carried 5-0

B. Coaching Supplements Recommendation

The Board and Mrs. Peddie discussed that this is the way the recommendations have been done in the past.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 3, 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, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

Motion by Kirvin seconded by Marshall to postpone approval of item XIII-B, spring supplements, until the 1st meeting in January; Motion carried 5-0

C. After School Tutors
Mr. Thompson and Mrs. Shannon Venable, Financial Services Director discussed funding for the positions and numbers of hours tutors would be working per week.

Motion by Marshall, seconded by Martin to approve item XIII-C; Motion carried 5-0

D. Sub List 92316

Motion by Martin, seconded by Thompson to approve item XIII-D; Motion carried 5-0

E. 2016-17 Organizational Charts
The Board, Mrs. Peddie and Superintendent Marks discussed the layout of the charts.

Motion by Thompson, seconded by Marshall to postpone approval of item XIII-E until the 10/17 meeting; Motion carried 5-0

XIV. BUD STRANGE-MAINTENANCE & OPERATIONS MANAGER
NO ACTION ITEMS

XV. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR
A. 2016-17 Uniform Statewide Assessment Calendar **(ADDED AT MEETING)**

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

XVI. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR
A. TRIM Memo Revised 092916 **(ADDED AT MEETING)**
Mrs. Venable explained why the memo was revised and the need for another final budget hearing. Mrs. Venable requested a final budget hearing to be followed by a special meeting to discuss the Board's project priority list.

Motion by Kirvin, seconded by Thompson to approve item XVI-A, to have another final budget hearing; Motion carried 5-0.

B. Denton Cove Extension Fee Recommendations-Revised **(ADDED AT MEETING)**

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

C. 12 Month Employee Additional Holiday Pay Recommendation
Mr. Thompson remarked he was not in favor of 8 of the recommended days. Chair Shiver and

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

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

Mrs. Venable discussed the impact of the additional days off to the finance department. Attorney Sanders suggested we postpone this matter and run this past the labor attorney.

Motion by Kirvin, seconded by Marshall to postpone item XVI-C until the 10/17 meeting; Motion carried 5-0

D. 2015-16 FCSB Internal Accounts Audit Report

Motion by Martin, seconded by Thompson to approve item XVI-D; Motion carried 5-0

E. Superintendent's Monthly Report-August and Budget Amendment #1

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

XVII. ADJOURNMENT

Motion by Thompson, seconded by Martin to adjourn; Motion carried 5-0
Chair Shiver adjourned the meeting at 7:30 p.m.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
SPECIAL MEETING

FINAL BUDGET HEARING

WILLIE SPEED BOARD ROOM
OCTOBER 10, 2016
5:15 P.M.

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

BOARD MEMBERS ABSENT: Pam Shiver-Chair

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

I. **CALL TO ORDER:** Vice Chair Thompson called the public hearing to order at 5:15 p.m.

II. PUBLIC HEARING

A. 2016-17 Franklin County School District Final Millage
B. 2016-17 Franklin County School District Final Budget

ENTERTAIN PUBLIC COMMENTARY ON FINAL MILLAGE AND BUDGET

There were no public comments.

ITEMS FOR BOARD ACTIONS/APPROVAL

III. MILLAGE

A. 2016-17 Franklin County School District Final millage

1. Required Local Effort 3.5020

Motion by Martin, seconded by Marshall to approve item III-A1; Motion carried 4-0

2. Basic Discretionary Operating 0.7480

Motion by Marshall, seconded by Martin to approve item III-A1; Motion carried 4-0

3. Local Capital Improvement 1.0000

Motion by Kirvin, seconded by Marshall to approve item III-A3; Motion carried 4-0

4. Additional Operating 0.5000

Motion by Marshall, seconded by Martin to approve item III-A4; Motion carried 4-0

B. 2016-17 Franklin County School District Final Budget

Motion by Martin, seconded by Kirvin to approve item III-B; Motion carried 4-0

C. Resolution Number 2016-004 (ESE 524) adopting final millage rates

Motion by Marshall, seconded by Kirvin to approve item III-C; Motion carried 4-0

D. Resolution Number 2016-005 adopting final Budget

Motion by Kirvin, seconded by Martin to approve item III-D; Motion carried 4-0

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
SPECIAL MEETING

FINAL BUDGET HEARING

WILLIE SPEED BOARD ROOM
OCTOBER 10, 2016
5:15 P.M.

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

BOARD MEMBERS ABSENT: Pam Shiver-Chair

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

E. Resolution Number 2016-006 Categorical Flexible Spending Resolution

Motion by Martin, seconded by Marshall to approve item III-E; Motion carried 4-0

IV. ADJOURNMENT

Close Public Hearing on 2016-17 Franklin County School District Final Millage and Budget

Motion by Martin, seconded by Marshall to close public hearing; Motion carried 4-0

Vice Chair Thompson closed the public hearing at 5:19p.m.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD

SPECIAL MEETING

WILLIE SPEED BOARD ROOM

OCTOBER 10, 2016

IMMEDIATELY FOLLOWING THE FINAL BUDGET HEARING

MINUTES

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

BOARD MEMBERS ABSENT: Pam Shiver-Chair

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

I. CALL TO ORDER- Vice Chair Thompson called the meeting to order at 5:19 p.m.

II. SHANNON VENABLE

A. 2016-17 Project List

After a short discussion the Board agreed to the following 2016-17 project list in the order shown below;

1. Marquee-single color
2. Iron gate
3. Playground
4. Rubberize track
5. Gym floor

Motion by Marshall, seconded by Martin to approve item II-A; Motion carried 4-0

III. ADJOURNMENT

Motion by Martin, seconded by Marshall to adjourn; Motion carried 4-0

Vice Chair Thompson adjourned the meeting at 5:40 p.m.

DRAFT

FRANKIN COUNTY SCHOOL BOARD

WALK AROUND WORKSHOP
FCS CAMPUS

3:30 P.M.
OCTOBER 14, 2016

MINUTES

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

BOARD MEMBERS ABSENT: Teresa Ann Martin

OTHERS PRESENT: Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

OTHERS ABSENT: Nina Marks-Superintendent

I. **CALL TO ORDER** – Chair Shiver called the workshop to order at 3:35 p.m.

II. **BOARD INFORMATION/DISCUSSION ITEMS**

A. Tour/Review of FCS K-12 facilities and grounds

Chip Clatto, Principal, Jill Rudd, Assistant Principal and Bud Strange, Facilities, Maintenance and Operations Manager leads Board members and other attendees on a tour of the FCS campus highlighting some of the changes that have taken place under the new administration and discussing future changes and additions to the campus.

The tour/discussion included:

- Creating a collaborative learning center in the Media Room
- Upgrades to the playground including the addition of canopies, handicap swing and additional equipment for student use.
- Installation of a gazeebo like structure, reading areas and vegetation on the quad area of the campus to make it more functional.
- Discussion of health issues stemming from mold in the elementary buildings
- The geothermal heating and cooling system which uses chilled water
- Addition of small green house and aquaponics for elementary students and larger versions for middle/high school students. Principal Clatto remarked he would like to see enough lettuce grown to in the greenhouses to be used in the cafeteria.
- Maintenance, retro-fitting and replacement of the iron gates.
  (Attorney Sanders left prior to the conclusion of the workshop)
- The organization and tidiness of the custodial storage room.
- The cleanliness of the Pre-K playground, functionality of storage and re-sue of equipment.
- Rejuvenation of re-cycling program.
- Use of administrative building a pilot program for the installation of solar panels and having students track energy savings and share information with the Board.
- Issuing I-Cards (hall pass) to teachers to allow students entrance to school buildings which would track keep a record of how often a classroom teacher is letting their students out of class
- Re-structure of the ISS room by inserting petitions to separate age groups.
- LED lighting cost and installation compared to standard lighting

DRAFT

FRANKIN COUNTY SCHOOL BOARD

WALK AROUND WORKSHOP
FCS CAMPUS

3:30 P.M.
OCTOBER 14, 2016

MINUTES

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

BOARD MEMBERS ABSENT: Teresa Ann Martin

OTHERS PRESENT: Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

OTHERS ABSENT: Nina Marks-Superintendent

- Replacement of mops with new floor buffing machines.
- Repainting of all exterior building doors.
- Cleaning of sidewalks and gutters
- Installation of bumpers in front of the gym.
- Removal from rust stains from building.
- Creation of STEAM and Innovation labs in the 500 building
- Creation of Makers' Space Lab in the 1100 building
- Use of mimio board, 3-D Printers, laser and vinyl cutters
- Establishment of "Project Lead The Way" program
- Use of laptops on buses to help with discipline
- Funding sources for the proposed programs and equipment
- Hiring of a coding instructor to teach classes

Chair Shiver adjourned the workshop at 4:33 p.m.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
WORKSHOP
WILLIE SPEED BOARD ROOM

OCTOBER 17, 2016

5:30 PM

MINUTES

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

BOARD MEMBERS ABSENT: Teresa Ann Martin

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-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 over to Karen Peddie, HR Director.

II. BOARD INFORMATION COMMENTS/DISCUSSION ITEMS

A. Electronic Storage and Document Management Presentation

Mrs. Peddie introduced Josh Ferrell YellowFolder to discuss his company's proposal on electronic document storage. He explained that his company was affiliated with PAEC and they work only with school districts. Josh gave an extensive explanation of how his company and their software works adding his company is familiar with FOCUS. Mr. Ferrell shared a video presentation with the Board on how the process works from start to finish.

The Board posed several questions to Josh:

- Do you have to search student by social security numbers (No)
- Are there any companies in Florida using your service (Levy)
- Student record fees verses employee records fee (student $.25/emp $.35)
- Length of price guarantee (3 years)
- Cloud Storage or physical server storage

The Board discussed the need to archive all student records or just the newer records. Attorney Sanders and Mr. Josh discuss the services agreement at length and additional assurances needed by the Board.

Chair Shiver adjourned the workshop at 5:57 p.m.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 17, 2016

6:00 P.M.

MINUTES

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

BOARD MEMBERS ABSENT: Teresa Ann Martin

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

I. CALL TO ORDER/ADOPTION OF AGENDA- Chair Shiver called the meeting to order at 6:01. Superintendent Marks requested the following changes to the agenda:
ADD VII-C BILLS OVER $10,000-HOWARD TECHNOLOGY SOLUTIONS $32,015.00
VII-D STUDENT TRAVEL REQUEST-CROSS COUNTRY TEAM REGIONALS
Motion by Marshall, seconded by Thompson to approve agenda with changes; Motion carried 4-0

II. INVOCATION AND PLEDGE OF ALLEGIANCE- Stacy Kirvin

C O M M E N T S / D I S C U S S I O N I T E M S

III. NINA M MARKS-SUPERINTENDENT

A. 2016-17 Capital Projects Plan

Superintendent Marks discussed her ideas and recommendations for options on capital projects. Ms. Sonja Buffing, Transportation Manager addressed the Board to share her opinions on the possible locations of the bus barn and problems that may arise with those area. Ms. Buffing recommended repairing and using the old Apalachicola Bus Barn. Mr. Kirvin was of the opinion that the District could not afford a new building. The Board, Superintendent Marks and Ms. Buffkin discussed this matter further, the current agreement with EPWS and the District 5-year plan.

IV. BOARD MEMBERS

Kirvin- Had nothing to bring before the Board
Marshall-Had nothing to bring before the Board
Thompson-Had nothing to bring before the Board

V. BARBARA SANDERS-BOARD ATTORNEY

Betty Webb of BTW Services and consultant for the new Apalachicola Library Project and Katy Greene, Apalachicola Liberian addressed the Board and discussed the construction of the library and the materials being utilized to construct the building.
Attorney Sanders explained the need to change the reverter clause and requested the date be modified and extended to November 7, 2017 adding the District would need to keep the second revision which states if the property is ever abandoned, in the future the District could get the property back. Mrs. Webb explained the substantial completion date is April 3, 2017 and the funding source for construction of the library ends the middle of 2018 adding the one year extension should be satisfactory. The Board agreed to have Attorney Sanders to work with Mr. Pat Floyd, City of Apalachicola Attorney to work out the language however she asked the Board to commit to not acting on the current reverter language.

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 17, 2016

6:00 P.M.

MINUTES

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

BOARD MEMBERS ABSENT: Teresa Ann Martin

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

Motion by Shiver, seconded by Marshall to extend the contract to the public library to November 7, 2017; Motion carried 4-0

Attorney Sanders reported on her efforts to set up meetings for Mr. Kirvin and herself with:
City of Carrabelle Attorney Hartman to discuss the Nest
Eastpoint Water and Sewer (EPWS)

VI. PUBLIC/VISITOR COMMENTS

No one addressed the Board

B O A R D A C T I O N I T E M S

VII. CONSENT ITEMS

A. Bills-100516 $461,635.67
B. Minutes-09-26-16 Special Meeting
C. ***Bills Over $10,000- Howard Technology Solutions $32,015.00-ADDED AT MEETING***
D. ***Student Travel Request-Cross Country Team Regionals-ADDED AT MEETING***

Motion by Kirvin, seconded by Thompson to approve items VII-A, B, C and D; Motion carried 4-0

VIII. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. 2016-17 Franklin County District Organizational Charts (postponed Oct 3 Regular Meeting)

Motion by Marshall, seconded by Kirvin to approve item VIII-A; Motion carried 4-0

B. Additional Tutors

Motion by Thompson, seconded by Kirvin to approve item VIII-B; Motion carried 4-0

C. B Strange-Additional Duties Compensation

Mr. Kirvin clarified that this compensation would be after Mr. Strange finished his regular work day.

Mr. Thompson and Ms. Buffkin discussed having bus drivers help out and coaching working on getting their CDL. The Board discussed this meeting further.

Mrs. Peddie suggested the Board not approving the spring supplements until progress is made on getting coaches to get their CDLs to drive buses. The Board discussed this matter further. The Board and Mrs. Peddie discussed the status of teachers' contracts and being proactive in getting contracts signed before the end of the school year.

Motion by Kirvin, seconded by Marshall to approve item VIII-C; Motion carried 4-0

DRAFT

FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM

OCTOBER 17, 2016

6:00 P.M.

MINUTES

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

BOARD MEMBERS ABSENT: Teresa Ann Martin

OTHERS PRESENT: Nina Marks-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

D. Job Description Correction

Motion by Kirvin, seconded by Thompson to approve item VIII-D; Motion carried 4-0

E. School Food Service Mangers Salary Schedule

Motion by Kirvin seconded by Thompson to approve item VIII-E; Motion carried 4-0

F. Supplemental Position Change

Mrs. Peddie verified it was a change was on the salary schedule only.

Motion by Kirvin, seconded by Marshall to approve item VIII-F; Motion carried

IX. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. 2016-17 Digital Classroom Plan

Motion by Kirvin, seconded by Thompson to approve item IX-A; Motion carried 4-0

X. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

A. Proposed Differentiated Pay Schedule

Motion by Kirvin, seconded by Marshall to approve item X-A; Motion carried 4-0

XI. ADJOURNMENT

Motion by Thompson, seconded by Marshall to adjourn; Motion carried 4-0
Chair Shiver adjourned the meeting at 7:13 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

MEMORANDUM

TO: Franklin County School Board

FROM: Nina Marks, Superintendent

DATE: October 31, 2016

It is my recommendation that you rescind the approval of Randy Brock for the supplemental head football coach position for the remainder of the 2016-2017 school year.

APPROVED
NOV 7 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

FRANKLIN COUNTY DISTRICT SCHOOLS

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(850) 670-2810-Phone (850) 670-8579-Fax

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Randy Brock

FROM: Nina Marks, Superintendent

DATE: October 31, 2016

Following the meeting held on Friday, October 28, 2016 I will be recommending that the Board rescind your approval for the supplemental head football coach position for the remainder of the 2016-2017 school year.

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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FRANKLIN COUNTY DISTRICT SCHOOLS

Nina M Marks
Superintendent

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



TOGETHER EVERYONE ACHIEVES MORE

DATE: October 24, 2016

TO: Nina M. Marks, Superintendent

FROM: Nick O'Grady, Curriculum and Federal Programs Director

RE: 2015-16 Equity Plan and Report Findings

I am requesting Board approval for the 2015-16 Equity Plan and Report Findings.

Respectfully Submitted,

Nick O'Grady

APPROVED
NOV 7 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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Tina 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



TOGETH
EVERYO
ACHIEVI
MORE

July 21, 2016

Ms. Lydia Southwell
Educational Policy Development
Office of Equal Educational Opportunity
Florida department of Education
644 Turlington Building
Tallahassee, Florida
323299-0400

Attached is Franklin County's Equity Report for the 2015-2016 school year. Franklin County is sending both, an electronic and paper bound plan with original signatures.

Please feel free to contact me for any additional request.

Respectfully,

Nick O'Grady

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

2015-16 Annual Equity Update Shell

PART I: PROCEDURAL REQUIREMENTS:

A. Changes to Policies or Procedures
Submit any revised policies or procedures.

B. Annual Notification of Nondiscrimination for Vocational Education Programs

1. **Annual Notification of Nondiscrimination for Vocational Education Programs**
Explain how annual notification of nondiscrimination is disseminated/published; and submit copies of materials that include the annual notification of nondiscrimination for vocational programs.

Franklin County sends out a mailer to each home in Franklin County which addressesMOST OF THE PROGRAMS AT THE the CTE programs offered at the school. The flyer has all the required requirements required by the Federal government.

2. **Continuous Notification of Nondiscrimination**
Identify documents used to provide the continuous notification of nondiscrimination; and submit copies of materials that include the continuous notification of nondiscrimination.

The Franklin County K12 has brochures which addresses the CTE programs, participation, and identifies careers which are available with completion of the curriculum. We have these brochures in both English and Spanish.

PART II: INCOMPLETE ITEMS OR PENDING ACTIONS

A. Any items identified during equity on-site review.
N/A

B. Any other items identified on the current or past monitoring work plans as incomplete.

Franklin County must include contact information for filing complaints of discrimination in the annual notice of nondiscrimination, as required by the Vocational Guidelines.

PART III: STUDENT PARTICIPATION

EVALUATION OF METHODS AND STRATEGIES:

(1) Grades 9-12, Advanced Placement (AP), IB and AICE

Grades 9-12 Total Enrollment 2015-16 (298)

White	*Black*	*Hispanic*
240 & 81 %	32# & 11 %	14 & 5 %

Whites In AP/IB/AICE 2011-12 4%/(10)	Whites In AP/IB/AICE 2012-13 7%/ 918)	Whites In AP/IB/AICE 2013-14 7%/(18)	Whites In AP/IB/AICE 2014-15 1%/(1) (#)	Whites In AP/IB/AICE 2015-16 0%/(0)
White Males In AP/IB/AICE 2011-12 13%/(16)	White Males In AP/IB/AICE 2012-13 7%/(19)	White Males In AP/IB/AICE 2013-14 6%/(9)	White Males In AP/IB/AICE 2014-15 1%/(1)	White Males In AP/IB/AICE 2015-16 0%(0)
Blacks In AP/IB/AICE	Blacks In AP/IB/AICE	Blacks In AP/IB/AICE	Blacks In AP/IB/AICE	Blacks In AP/IB/AICE

2011-12	2012-13	2013-14	2014-15	2015-16
0%/(0)	6%/(2)	12%/(4)	1%/0 (#)	0%/(0)

Black Males In AP/IB/AICE 2011-12	Black Males In AP/IB/AICE 2012-13	Black Males In AP/IB/AICE 2013-14	Black Males In AP/IB/AICE 2014-15	Black Males In AP/IB/AICE 2015-16
0%/ (0)	0% /(0)	13%/ (2)	0%/ (0)	0% /(0)

Hispanics In AP/IB/AICE 2011-12	Hispanics In AP/IB/AICE 2012-13	Hispanics In AP/IB/AICE 2013-14	Hispanics In AP/IB/AICE 2014-15	Hispanics In AP/IB/AICE 2015-16
14%/(1)	13%/ (1)	0%/ (0)	0%/ (0)	0%/(0)

Hisp. Males In AP/IB/AICE 2011-12	Hisp. Males In AP/IB/AICE 2012-13	Hisp. Males In AP/IB/AICE 2013-14	Hisp. Males In AP/IB/AICE 2014-15	Hisp. Males In AP/IB/AICE 2015-16
25% /(1)	0%/ (0)	0%/ (0)	0%/ (0)	0%/ (0)

Evidence of Success
Evaluate the progress made in increasing enrollment for black, Hispanic, black male and Hispanic male students in AP/IB/AICE courses, and in closing enrollment gaps for black, Hispanic, black male and Hispanic male students. ***Evaluation must include 2011-12 to 2015-16.***
N/A

Methods and Strategies
Identify the targeted methods and strategies to be used for the next period to increase enrollment for minority students in AP/IB/AICE courses, and to close enrollment gaps for black, Hispanic, black male and Hispanic male students. Strategies should include specific action steps taken by the schools/district to close enrollment gaps. ***N/A***

Franklin County made the decision to not support Advanced Placement Course because of lack of certified teachers, and low number of students interested in AP classes.

Accountability Measure and Timelines
Provide accountability measures and timelines for increasing enrollment for black, Hispanic, black male and Hispanic male students in AP/IB/AICE courses, and closing enrollment gaps for black, Hispanic, black male and Hispanic male students. Timelines may be over multiple years.
N/A

(2) Grades 9-12, Dual Enrollment (DE)

Grades 9-12 Total Enrollment 2015-16 (298)

White	*Black*	*Hispanic*
240 & 81 %	32# & 11 %	14 & 5 %

Whites In DE 2011-12	Whites In DE 2012-13	Whites In DE 2013-14	Whites In DE 2014-15	Whites In DE 2015-16
8%/ (19)	5% /(14)	8%/ (21)	13%/ (32)	16%/ (39)

White Males In DE 2011-12	White Males In DE 2012-13	White Males In DE 2013-14	White Males In DE 2014-15	White Males In DE 2015-16
5%/ (7)	4%/ (6)	6%/ (9)	9%/ (12)	11%/ (13)

Blacks In DE 2011-12	Blacks In DE 2012-13	Blacks In DE 2013-14	Blacks In DE 2014-15	Blacks In DE 2015-16
6%/ (2)	8%/ (3)	21%/ (7)	36% /(9)	19%/ (6)

Black Males In DE	Black Males In DE	Black Males In DE	Black Males In DE	Black Males In DE

2011-12	2012-13	2013-14	2014-15	2015-16
7%/ (1)	0% /(0)	13% /(2)	21% (3)	20%/ (3)
Hispanics In DE 2011-12	Hispanics In DE 2012-13	Hispanics In DE 2013-14	Hispanics In DE 2014-15	Hispanics In DE 2015-16
0% /(0)	13%/ (1)	10%/ (1)	13%/ (2)	21% (3)
Hisp. Males In DE 2011-12	Hisp. Males In DE 2012-13	Hisp. Males In DE 2013-14	Hisp. Males In DE 2014-15	Hisp. Males In DE 2015-16
0% /(0)	0%/ (0)	0%. (0)	0%/ (0)	20%/ (2)

Evidence of Success

Evaluate the progress made in increasing enrollment for black, Hispanic, black male and Hispanic male students in dual enrollment courses, and in closing enrollment gaps for black, Hispanic, black male and Hispanic male students. ***Evaluation must include 2011-12 to 2015-16.***

Whites had an increase of 10% growth from 2011-2012 to 2014-2015 which resulted in a total of 125 students over that five year period. White males had an average increase of 9.4% **with a total of 47 male students taking duel enrollment during the five year period. Black students showed increases in enrollment of 18% with a total of 27 students during the five year period. Black males showed increases of 12.2% resulting in an increase of 9 male students during the five year period. Hispanics showed increases of 1.4% over the five year period with a total number of 7 students over the five year period. Hispanic males had a 20% increase over the five year period and a total of 2 students over the five year period.**

Methods and Strategies

Identify the targeted methods and strategies to be used for the next period to increase enrollment for minority students in dual enrollment courses, and to close enrollment gaps for black, Hispanic, black male and Hispanic male students. Strategies should include specific action steps taken by the schools/district to close enrollment gaps.

Better interaction between the guidance department, instructional staff and school administration in the identification of eligible students in all populations.

Accountability Measure and Timelines

Provide accountability measures and timelines for increasing enrollment for black, Hispanic, black male and Hispanic male students in dual enrollment courses, and closing enrollment gaps for black, Hispanic, black male and Hispanic male students. Timelines may be over multiple years.

Better interaction among the guidance department, instructional staff and school administration in the identification of eligible students in all populations. Franklin County's goal is a 10% increase in 2016-2017 school year.

(3) **Grades 9-12, All Level 3 courses (including AP, IB, AICE, DE and honors)**

Grades 9-12 Total Enrollment 2015-16 (298)

White	*Black*	*Hispanic*
240 & 81 %	32# & 11 %	14 & 5 %

Whites All Level 3 2013-14	Whites All Level 3 2014-15	Whites All Level 3 2015-16
8%/ (21)	13%/ (32)	40%/ (97)
White Males All Level 3 2013-14	White Males All Level 3 2014-15	White Males All Level 3 2015-16
6%/ (9)	9%/ (12)	35%/ (43)

Blacks All Level 3 2013-14 21% /(7)	Blacks All Level 3 2014-15 36%/ (9)	Blacks All Level 3 2015-16 38%/ (12)
Black Males All Level 3 2013-14 13%/ (2)	Black Males All Level 3 2014-15 21% /(3)	Black Males All Level 3 2015-16 47% (7)
Hispanics All Level 3 2013-14 10%/ (1)	Hispanics All Level 3 2014-15 13%/ (2)	Hispanics All Level 3 2015-16 29%/ (4)
Hisp. Males All Level 3 2013-14 0%/ (0)	Hisp. Males All Level 3 2014-15 0%/ (0)	Hisp. Males All Level 3 2015-16 30%/ (3)

Evidence of Success
Evaluate the progress made in increasing enrollment for black, Hispanic, black male and Hispanic male students in all advanced courses, and in closing enrollment gaps for black, Hispanic, black male and Hispanic male students. ***Evaluation must include 2011-12 to 2015-16.***

Whites had an increase of 8.3% growth from 2013 to 2016 which resulted in a total of 150 students over the three year period. White males had an average increase of 16.67%, **with a total of 64 male students taking duel enrollment during the three year period. Black students showed increases in enrollment of 32% with a total of 28 students during the three year period. Black males showed increases of 27%, resulting in an increase of 12 male students during the three year period. Hispanics showed increases of 17.33% over the three year period with a total number of 7 students over the three year period. Hispanic males had a 30% increase over the three year period and a total of 2 students.**

Methods and Strategies
Identify the targeted methods and strategies to be used for the next period to increase enrollment for minority students in all advanced courses, and to close enrollment gaps for black, Hispanic, black male and Hispanic male students. Strategies should include specific action steps taken by the schools/district to close enrollment gaps.

Better interaction between the guidance department, instructional staff and school administration in the identification of eligible students in all populations.

Accountability Measure and Timelines
Provide accountability measures and timelines for increasing enrollment for black, Hispanic, black male and Hispanic male students in all advanced courses, and closing enrollment gaps for black, Hispanic, black male and Hispanic male students. Timelines may be over multiple years.

Better interaction among the guidance department, instructional staff and school administration in the identification of eligible students in all populations. Franklin County's goal is a 10% increase in 2016-2017 school year.

PART IV: GENDER EQUITY IN ATHLETICS

Athletics Compliance Verification

A. Attach a **Compliance Verification Form** for the district (only one for the district, **not** one for each school), signed by the superintendent. **(See pages 7-8.)**

B. Attach a **Participation Monitoring Form** for each school with an interscholastic athletics program, signed by the principal. **(See page 9.)**

PART IV GENDER EQUITY IN ATHLETICS

Athletic Compliance Verification Form

District: FRANKLIN

1. Sports and levels of competition effectively accommodate the interests and abilities of members of both sexes. [Section 1000.05(3)(d)(1), F.S.; Rule 6A-19.004(2), FAC; Title IX: 106.41(c)(1)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

2. Equipment and supplies are provided equitably to female and male teams. [Section 1000.05(3)(d)(2), F.S.; Rule 6A-19.004(4), FAC; Title IX: 106.41(c)(2)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

3. Scheduling of games and practice times provide equal opportunities. [Section 1000.05(3)(d)(3), F.S.; Rule 6A-19.004(5), FAC; Title IX: 106.41(c)(3)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

4. Travel and Per Diem allowances are provided for athletes in an equitable manner. [Section 1000.05(3)(d)(4), F.S.; Rule 6A-19.004(6), FAC; Title IX: 106(c)(4)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

5. Opportunities to receive coaching are provided in an equitable manner. [Section 1000.05(3)(d)(5), F.S.; Rule 6A-19.004(7), FAC; Title IX: 106.41(c)(5)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

6. Locker rooms, practice facilities and competitive facilities are of comparable quality for male and female teams. [Section 1000.05(3)(d)(7), F.S.; Rule 6A-19.004(8), FAC; Title IX: 106.41(c)(7)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

7. Medical and training facilities and services, including insurance, are provided in an equitable manner. [Section 1000.05(3)(d)(8), F.S.; Rule 6A-19.004(9), FAC; Title IX: 106.41 (c)(8)]

   [X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

8. Publicity and promotion of male and female teams support equal opportunity. [Section 1000.05(3)(d)(10), F.S.; Rule 6A-19.004(10), FAC; Title IX: 106.41(c)(10)]

[X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

9. Support services are equitable for male and female teams. [Rule 6A-19.004(11), FAC; Title IX: 106.41(a)]

[X] IN COMPLIANCE [ ] NOT IN COMPLIANCE

I hereby verify that the district is in compliance with the identified components of our athletics program, as required by Title IX and the Florida Educational Equity Act.

Nixie M. Marks
Signature, Superintendent

7/5/16
Date

PART IV
GENDER EQUITY IN ATHLETICS

Corrective Action Plan

District: **FRANKLIN**

School Name: FRANKLIN COUNTY SCHOOL K-12

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Timelines
	Franklin County continues to have a gap in the athletic participation with our high school girls and middle school girls. Franklin County has closed the gap significantly: in 2014-2015 the gap was 59.6% boy's participation to 41% for the high school girls. In 2015-2016 the high school boys were at 50 % and the girls at 49%, so we closed the gap by 16.6% this year. **The middle school sports participation last year had the girls at 54.5% and the boys @ 45.5%, a difference of 9%. In 2015-2016 Franklin County had the boys @ 50% and the girls @ 50% so there is equality in 2015-2016.** **Franklin County will continue to follow the program we instituted last year, which consisted of: coaches going to middle and high school homerooms to share information of our athletic program's for boys and girls and encourage the students to participate. Our plan is to not expand our sports offering until equality is reached in our current sports programs.**		

PART IV
GENDER EQUITY IN ATHLETICS
2015-16 MONITORING FORMS

Component 1: NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport.

School:	*Number of Participants*				*Number of Participants*		
Varsity Teams	*Males*	*Females*	*Total*	*JV, Freshman, B-teams*	*Males*	*Females*	*Total*
Baseball	20	0	20	Baseball	13	0	13
Basketball	22	10	32	Basketball	7	16	23
Cross Country	11	7	18	Cross Country			
Flag Football/ Football	25	0	25	Flag Football/ Football	26	0	26
Golf	0	5	5	Golf			
Soccer	17	14	31	Soccer			
Softball	0	13	13	Softball	0	17	17
Swimming/Diving				Swimming/Diving			
Tennis				Tennis			
Track and Field	17	24	41	Track and Field			
Volleyball	0	26	26	Volleyball	0	13	13
Wrestling				Wrestling			
Weightlifting	12	18	30	Weightlifting			
Total Varsity Participants	124	117	241	*Total JV Participants*	46	46	92
% of Varsity Participants	51%	49%	100%	*% of JV Participants*	50%	50%	100%
Total Student Enrollment by Gender 2015-16	140	134	274	**Total Student Enrollment by Gender 2015-16**	100	92	192
% Student Enrollment by Gender 2015-16	51%	49%	100%	**% Student Enrollment by Gender 2015-16**	52%	48%	100%

This form must be submitted for each school. Be sure to fill-in the enrollment data. The total percentage of male and female student enrollment should equal 100%.

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.

Kristina Bray — Signature, Principal — 7/5/16 — Date

Geri M. Marks — Signature, Superintendent — 7/5/16 — Date

PART VI
SINGLE-SEX SCHOOLS AND CLASSES

Single-Sex Evaluation Verification Form

District: FRANKLIN

I hereby verify that the required evaluations of the single-sex programs and classes offered at the schools listed below were completed, as required by Title IX and Section 1002.311, F.S.

Name of School/Program	Date Single-Sex Program Began	Date Last Evaluation Completed
N/A		

Nini M. Marks
Signature, Superintendent

7/5/16
Date

C. If the monitoring forms indicate that schools are not in compliance with all components required by Title IX and the Florida Educational Equity Act, then each school that is out of compliance must also submit a **Corrective Action Plan**, signed by the principal. **(See page 10.)**

D. If the district submitted corrective action plans as part of the 2014-15 Equity Update, it should submit updated Corrective Action Plans to show the current status/progress of the corrective actions and evidence of completion.

PART V: EMPLOYMENT EQUITY

A. Complete the following chart for administrative and instructional positions in the school district. Enter the number and percent for each race/ethnicity and gender. Count each person only once under one category.

B. Review the employment data to identify any racial/ethnic or gender underrepresentation in administrative and faculty positions.

C. Identify specific methods and strategies used to address any racial/ethnic or gender underrepresentation in administrative, instructional and guidance positions.

PART VI: SINGLE-SEX SCHOOLS AND CLASSES

Does the district operate single-sex schools or classes? ___Yes X__ No

If applicable, please complete the charts and respond to the questions below regarding single-sex education in your district.

A. In the chart below enter the names of any single-sex schools operating in the district and the number of students enrolled.

District:	2015-16 Single-Sex Schools	
School Name	Male Enrollment	Female Enrollment

District: FRANKLIN		2015-16 District Administrative and Faculty Positions					
Administrative Positions	Total	# & % Black	# & % Hispanic	# & % White	# & % Other	# & % Female	# & % Male
Student Demographics	910	121 (13%)	46 (5%)	725 (79%)	18 (2%)	426 (47%)	484 (53%)
District-Level Administrators	7	0 (0%)	0 (0%)	7 (100%)	0 (0%)	5 (71%)	2 (29%)
Principals	1	0 (%)	0 (%)	1 (100%)	0 (%)	1 100(%)	0 (%)
Asst. Principals	1	1 (100%)	# (%)	0 (%)	0 (%)	1 (100%)	0 (%)
Teachers	79	3 (3.8%)	2 (2.5%)	70 (93%)	0 (%)	65(82%)	14 (174%)
Guidance Counselors	2	1 (50%)	0 (%)	1 (50%)	0 (%)	1 (50%)	1 (50%)

B. In the chart below enter the number of classes and enrollments in all classes for courses for which single-sex classes are offered at co-educational schools in the district.

School Name:	2015-16 Single-Sex Classes					
	Male students only		Female students only		Co-Ed students	
Grade/Course	# of Classes/ Sections	# of Students	# of Classes/ Sections	# of Students	# of Classes/ Sections	# of Students
N/A						

C. Questions about the implementation of Title IX especially as they apply to single-sex education:

- Does the district offer single-sex education?
- How is single-sex education being justified?
- How does the district keep track of single-sex public education?
- What does the district do to insure there is no illegal sex segregation in education?
- Is single-sex education intended to decrease sex discrimination in the outcomes?
- Do the schools provide comparable co-educational options?
- How are single-sex educational options reviewed, monitored, and evaluated to insure that they are legal?
- Who is involved in the evaluations and guidance on the implementation of single-sex education?
- What assurances are provided to insure that single-sex or co-educational options are completely voluntary?
- Are there pre-implementation reviews of proposed single-sex education?
- What entities review and approve single-sex options, and what standards do they use?
- Is there assistance from external groups for training or consultation?
- How does the district monitor to insure that single-sex education is not contributing to gender stereotypes or sex discrimination in outcomes? For example, is data provided on girls compared to boys, or on any other populations, such as low-income minority boys compared to low-income minority girls?
- Do you or anyone else monitor to learn if there is equity between and among the single-sex groupings and the mixed-sex alternatives on equity measures?
- Please share information on why the district or school decided to eliminate single-sex education? ***This is only for those district(s) or school(s) that discontinued single-sex education.***

D. Please attach copies of notices to parents/students that co-education options are available and the participation in single-sex classes is completely voluntary.

E. If the district conducts single-sex education program, please submit the completed signed **Single-Sex Evaluation Verification Form. (See page 11.)**

PART VII: PREGNANT AND PARENTING STUDENTS

To ensure that pregnant and parenting students are treated in compliance with the requirements of Title IX and Section 1003.54, F.S., districts are asked to respond to the following questions regarding programs for pregnant and parenting students:

(1) How does the district make provisions for pregnant and parenting students to complete the coursework necessary to earn a high school diploma? How are ancillary services (such as child care, health care, social services, parent education and transportation) provided?

(2) If the district operates a separate facility for pregnant and parenting students, how are students informed of the different curricula, services or other options available at the facility versus what is available at their home schools? (Attach brochure(s) used to inform pregnant and parenting students of their educational options.)

(3) How are school counselors and administrators trained to effectively advise pregnant or parenting students of their options to participate in regular classroom activities or enroll in a special program, and their access to curricular, extracurricular, and ancillary service programs?

A. The Franklin County School District does not discriminate based on race, color, religion, sex, national origin, age, disabilities, pregnancy or marital status or against any group officially affiliated with the Boy Scouts of America or any other your group listed in title 36 of the United States Code as a patriotic society.

Franklin County allows pregnant students to attend school and remain in school until her deliver date is approaching

B. Franklin County does not have a separate facility of any kind for alternative placement.

C. Franklin County administrators and guidance counselors attend professional development programs which address issues which they may not be aware of such as, with pregnant student alternative choices.. Franklin County has aided students who have returned to school if their child has a need that needs to be addressed. ie., health, disability, etc..

PART VI
SINGLE-SEX SCHOOLS AND CLASSES

Single-Sex Evaluation Verification Form

District: FRANKLIN

I hereby verify that the required evaluations of the single-sex programs and classes offered at the schools listed below were completed, as required by Title IX and Section 1002.311, F.S.

Name of School/Program	Date Single-Sex Program Began	Date Last Evaluation Completed
N/A		

Signature, Superintendent

Date

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



TOGETH
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ACHIEVI
MORE

July 5, 2016

Franklin County School District does not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, or marital status or against any group officially affiliated with the Boy Scouts of America or any other youth group listed in title 36 of the United States Code as a patriotic society.

Questions, complaints or request for additional information regarding discrimination or harassment may be sent to:

Nick O'Grady, Director of Curriculum and Federal Programs

85 School Road, Eastpoint, Florida 32328

850-670-2810 x 4110

nogrady@franklin.k12.fl.us

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

Franklin County School
Eastpoint, Florida

Seahawk Scoop
February 8th-14th 2016

MOTTO: Soar To New Heights

IT'S FTE WEEK

The success of every student depends heavily on attendance. Missing 2-4 days a month averages to 10% of class time for the year. Whether it is excused or unexcused, each represent a lost opportunity to learn. Help us make Attendance Count this week and throughout the rest of the year.



- **Senior Parent Meeting: Monday, Feb. 8th in the library @ 6pm**
- **Beta Members Meeting: Wednesday, Feb. 10th in the wrestling room during lunch**
- **SGA Meeting: Wednesday, Feb. 10th in the wrestling room during breakfast**
- **Credit Recovery: Wisdom Wednesday: Wednesday, Feb. 10th during 5th period**
- **Mu Alpha Theta Meeting: Thursday, Feb. 11th in the wrestling room during H/S lunch**
- **9th Grade Class Meeting: Friday, Feb. 12th in the wrestling room during lunch**

Activity Bus: *The activity bus departs at 6:00pm -Mondays thru Thursdays for students involved in after school activities. All unsupervised students need to be sent to the office to call home.*



- **Interim Reports go home 2/10**
- **Elem. Valentines Dance 2/12**
- **No School: Presidents' Day 2/15**
- **4th Grade Parent Meeting 2/17**
- **Early Release for students 2/24**

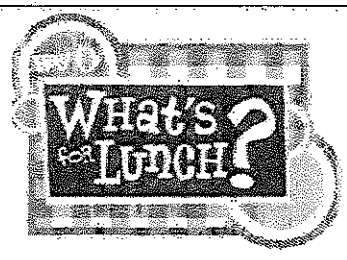
Scholarship Information: Due Dates:

Philaco Woman's Club Scholarship: 3/4/16
Willie B. Speed Scholarship: 5/1/16
Lloyd Rhoden Agricultural Scholarship: 5/6/16
Franklin Co. Sheriff's Office: 5/11/16
Linda Henry Memorial Scholarship: 5/31/16
Ayo & Iken Children of Divorce Scholarship: TBA
BBB Foundation Student Ethics Scholarship: 5/31/16



For more information or applications please see Coach Todd in room 1220

MENU



BREAKFAST:
MON: Cereal, Donut, French Toast, Juice, Milk
TUES: Cereal, Pop-Tart, Sausage Biscuit, Juice, Milk
WEDS: Cereal, Yogurt, Oatmeal, Juice, Milk
THURS: Cereal, Banana Bread, Chicken Biscuit, Juice, Milk
FRI: Cereal, Pop-Tart, Cheese Grits, Sausage, Juice, Milk

LUNCH
MON: Hot Dog, Calzonette, Spicy Chicken Sandwich, Baked Beans, Fruit, Cookie, Milk
TUES: Cheese Pizza, Teriyaki Chicken, Carrot Sticks, Green Peas, Fruit, Pudding, Milk
WEDS: Chicken Nuggets, BBQ Quesadilla, Tuna Salad, Roll, Side Salad, Cookie, Milk
THURS: Hamburger Steak, Chicken Nuggets, Pizza, Chicken Noodle Soup, Corn, Carrot Sticks, Pudding, Milk
FRI: Chicken Sandwich, Mini Corndog, Pizza, Shepherd's Pie, Broccoli, French Fries, Fruit, Cookie, Milk

FCS WEEK AT A GLANCE

Mon, Feb. 8: - **Fundraiser: 4th Grade: Classes Vote for Valentine Rep.**
- **Home JV/V. Softball vs. Godby**: @4pm/6pm
- **Baseball Practice**: @ 3:35
- **Track/Field Practice**: @ 3:45
- **Senior Parent Meeting**: in the library @ 6pm

Tues, Feb.9: - **Fundraiser: 4th Grade: Smencils $2 donation**
- **Fundraiser: 4th Grade: Classes Vote for Valentine Rep.**
- **Home V. Baseball vs. West Gadsden**: 5pm
- **Track/ Field Practice**: @ 3:45
- **Softball Practice**: @ 3:35
- **SAC Meeting**: in the front office conference room @ 6pm

Weds, Feb. 10: - **Fundraiser: 4th Grade: Smencils $2 donation**
- **Interim Reports Go Home**
- **SGA Meeting**: in the wrestling room during breakfast
- **Beta Members Meeting**: in the wrestling room during lunch
- **Credit Recovery "Wisdom Wednesday"**: in room 1217 during 5th period
- **Softball Practice**: @ 3:35
- **Track/ Field Practice**: @ 3:45

Thurs, Feb.11: - **Fundraiser: 4th Grade: Smencils $2 donation**
- **M/S SWAT Meeting**: in the library during lunch
- **Mu Alpha Theta Meeting**: in the wrestling room during lunch
- **Seahawk Arts to Bayside Lab**: 6th period only
- **Home JV. Baseball vs. Wakulla**: @ 4pm
- **Home V. Baseball vs. Altha**:@ 6pm
- **Track/ Field Practice**: @ 3:45

Fri, Feb. 12: - **Fundraiser: 4th Grade: Valentine's Dance: 6-8pm**
- **OM Meeting**: @ 3:15
- **Softball Practice**: @ 3:35
- **Away JV/V Baseball vs. Ponce De Leon**: @ 4/6pm (departing @ 12pm)

SEAHAWK LIFE

TEACHER/STAFF Info

Elem. Faculty Meeting: Tues. Feb. 9th: in the library @ 3:15
Middle/High Faculty Meeting: Weds. Feb. 10th: in the library @ 3:15

Miscellaneous

FRANKLIN CO. DIXIE YOUTH LEAGUE: 2016 BALL REGISTRATION BEGINS NOW
DATES: FEB. 9TH, 11TH, 13TH. VISIT YOUR LOCAL BALL FIELD. NO LATE REGISTRATIONS WILL BE ACCEPTED.

MARK YOUR CALENDAR

- Miss Seahawk Pageant: 2/27
- FSA Writing Test Begins: 2/29
- Elementary Spring Fling: 3/11

Franklin County School Testing Calendar is available on our website.
Visit www.franklincountyschools.org and access the testing/assessment calendar found under the "quick links" tab on the right side of the screen.

Franklin County School District's Equity Coordinator is Nick O'Grady.
Contact Information: 85 School Road, Eastpoint • Phone 850.670.2810 • Fax 850.670.2812 • Cell 850.653.5065

Franklin County Adult School GED Tutoring Classes & Testing Center

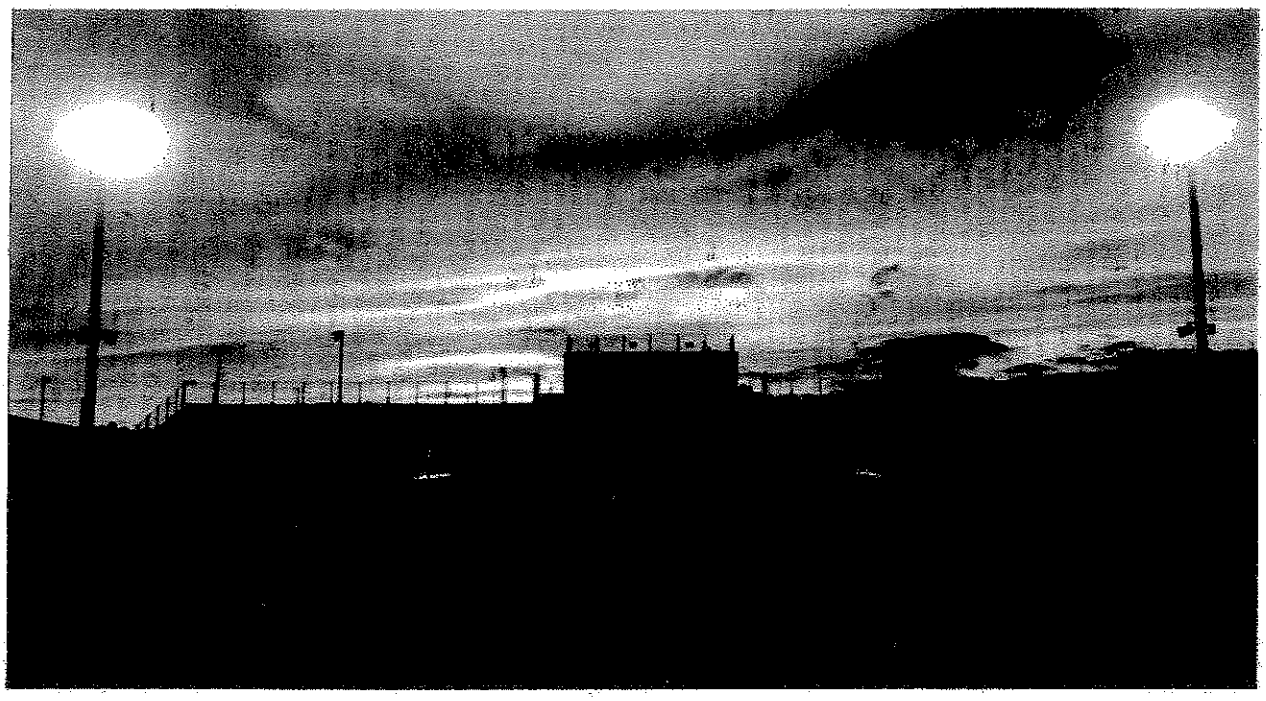
GED TUTORING CLASSES have resumed on the Franklin County School Campus on *Tuesdays & Thursdays from 6:00pm-8:00pm* in the elementary multi-purpose building computer lab. ***For information on tutoring classes contact Nick O'Grady at 670-2810, ext. 4110.*** If interested in taking the **GED Test**, go to www.ged.com & register to take the test, choosing the Franklin County site for testing. You will not be able to take the test on the same day that you register, so register early! The website also contains information on what is needed to prepare for the test. The testing site is at the Franklin County District Office (old Brown Elementary School). Testing hours of are: ***Mondays, Wednesdays, & Fridays*** from 9:00am to 2:00pm and ***Tuesdays & Thursdays from 9:00am 10:00pm***. For more information call ***670-2810 ext. 4127*** on Tuesdays or Thursdays.

****The Federal McKinney-Vento Homeless Assistance Act** states that children & youth who lack a fixed, regular, & adequate nighttime residence are considered homeless. If, due to a loss of housing, a child must live in a shelter, motel, vehicle, campground, on the street, in abandoned buildings, or doubled-up with relatives or friends, then he/she is eligible to receive services provided under the McKinney-Vento Act. For additional information contact *Hengle Student & Family Assistance LLC*, **Sandi Hengle**, Franklin County Schools Homeless Liaison, anytime at cell number (850) 323-0982 or email shengle@franklin.k12.fl

FYI Parents - Student Documents & Forms Online: Parent documents of interest may be found at: **www.franklincountyschools.org under student services or parent connections.** Documents include but are not limited to: Code of Conduct, Student Progression Plan, Athletic Handbook, Parent's Right to Know, School Improvement Plans, Parent Involvement Plans, Student Records Manual, Supplemental Education Services (Tutoring), School Public Accountability Reports and the District Title I -5 Year Plan. All documents will be made available in Spanish upon request. Call 670-2810 x 4108 or email **jmalone@franklin.k12.fl.us** indef.

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Franklin County SD / Homepage



Announcements

- FCS Report Cards Available For Pick Up
- New Student Registration begins Monday, July 25th - Thursday, July 28th from 3pm-5pm in the FCS front office. School shirts will be available for purchase.
- FCS Meet & Greet: Tuesday, August 12th from 1pm-3pm in the cafeteria. Elementary students and parents will have the opportunity to meet their teachers. MS & HS students can pick up orentiation schedule for the 1st day of school.

Franklin County School District

85 School Road Eastpoint, FL 32328 850-670-2810 Fax: 850-670-8579

The Franklin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, pregnancy or marital status in its educational programs, services or acuities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints or request for additional information regarding discrimination or harassment may be sent to: Karen Peddie, Director of Human Resources, 85 School Road, Eastpoint, Florida 32328 850-670-2810 X 4101, kpeddie@franklin.k12.fl.us

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND FEDERAL PROGRAMS

QUALIFICATIONS:

(I) Master's Degree in field of Education from an accredited education institution.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to plan and manage a variety of functions. Skill in written and oral communication. Computer proficiency and knowledge of accounting and software used in financial management. Knowledge of the teaching / learning process in the school setting. Knowledge of educational research and best practices in areas of responsibility. Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to understand and interpret Florida Statutes related to curriculum requirements and school operations.

REPORTS TO: SUPERINTENDENT

JOB GOAL:

To provide instructional/curriculum support and an excellent career planning program for students in participating schools and provide leadership in implementing career education and all other instructional programs to meet all federal, state and District standards.

SUPERVISES: Certification Specialist and Secretary for District Instructional Services, Adult School personnel, Support Personnel, and Assigned Contract Vendors.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1) Attend all regular school board meetings.
2) Direct overall activities of coordinating District curriculum and instruction including selection, inventory and evaluation of instructional materials and curriculum development and use of appropriate resources.
3) Coordinate with school principals and District staff for the planning submission and monitoring of federal grants.
4) Serve as the District Coordinator of Vocational Education, including workforce development education, career, tech prep and adult education.

5) Coordinate the District's vocational placement and follow-up program.
6) Coordinate the District's Assessment and Testing programs.
7) Serve as the District's School Volunteer Program, Parent Services, and mentoring coordinator.
8) Provide District leadership for staff development.
9) Serve as the District contact for the electronic Professional Development Center (ePDC).
10) Serve on the Professional Development Center Advisory Council.

Inter/Intra-agency Communication and Delivery.

11) Interpret and promote program goals and activities to the public
12) Assist in maintaining a positive public relations program.
13) Confer with principals to address needs of the school.
14) Maintain a constructive flow of information with program staff.
15) Develop the submission of grant applications as applicable.

Professional Growth and Improvement.

16) Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.

Systemic Functions.

17) Prepare or assist in the preparation and monitoring of required District, state and federal reports.
18) Prepare all required reports and maintain appropriate records.
19) Perform other incidental tasks consistent with the goals and objectives of this position.
20) Coordinate the implementation of equity and Civil Rights rules and regulations, including the submission of required reports.

Leadership and Strategic Orientation.

21) Submit recommendations to the superintendent relating to program policies and regulations.
22) Model high standards of professional conduct.
23) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
24) Anticipate potential problems and design processes and procedures to address them.

25) Develop annual needs assessment for federal programs and others as may be deemed needed.
26) Coordinate the Dropout Prevention Program and Alternative Education.
27) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel, 260 Days)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Paid Holidays for 12 Month Personnel
Independence Day (1)
Labor Day (1)
Thanksgiving (2)
Christmas (2)
New Year (2)
MLK (1)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Supervisor's Signature

Employee's Signature

Date

Date

FCSB Approval Date

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policy

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The School Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The Superintendent shall appoint compliance officer(s) whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

Compliance Officer(s)

The following persons are designated as the Compliance Officer(s) (COs):

Nick O'Grady	Sue Summers
Director of Federal Grants	Director of Special Programs
850-670-2810 ext. 4110	850-670-2810 ext. 4109
85 School Road Eastpoint, Florida 32320	85 School Road Eastpoint, Florida 32320
nogrady@franklin.k12.fl.us	summers@franklin.k12.fl.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks, in the School District Annual Report to the public, on the School District's web site, and/or in the daily newsletter to the public (Scoop).

Complaint Procedures

If a person believes that s/he has been subjected to unlawful discrimination, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the compliance officer.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the compliance officer for good cause.

C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The compliance officer shall maintain the District's files and records relating to the complaint.

D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to unlawful discrimination, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Training

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
42 U.S.C. 2000e, et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 12112, Americans with Disabilities Act of 1990
29 C.F.R. Part 1635
38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act

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policy

NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The School Board does not discriminate against any employee or applicant for employment with respect to hiring, compensation, terms, conditions, or privileges of employment based on genetic information. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Retaliation against an applicant or employee for engaging in protected activity is prohibited.

As required by Federal law and regulation, the Board shall direct its employees not to provide any genetic information in response to requests for medical information, including but not limited to FMLA medical certification or recertification. The Board shall also direct applicants for employment not to provide any genetic information in response to requests for medical information as part of the District's application process. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. As required by Federal law, if the District inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment, or a medical provider it shall be treated as a confidential medical record.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
20 U.S.C. 1232g
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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policy

ANTI-HARASSMENT

General Policy Statement

It is the policy of the School Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce its prohibition against discriminatory harassment on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Superintendent will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. This unlawful harassment may include, but not be limited to, the following:

A. teasing;

B. threats;

C. intimidation;

D. stalking;

E. cyberstalking;

F. cyberbullying;

G. physical violence;

H. theft;

I. sexual, religious, or racial harassment;

J. public humiliation; or

K. destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

J. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

K. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based and gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments, or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within twenty-four (24) hours.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 1362 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The following individuals serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Nick O'Grady	Sue Summers
Director of Federal Grants	Director of Special Programs
850-670-2810 ext. 4110	850-670-2810 ext. 4109
85 School Road Eastpoint, Florida 32320	85 School Road Eastpoint, Florida 32320
nogrady@franklin.k12.fl.us	summers@franklin.k12.fl.us

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, on the School District's web site, on each individual school's web site, and/or in the School District's calendar.

The names, titles, and/or contact information of the persons presently serving as Compliance Officers may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 and shall be made pursuant to that bylaw.

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Anti-Harassment Compliance Officers within twenty-four (24) hours. Thereafter, the Compliance Officer or designee must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the compliance officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment that are reported to them to a Compliance Officer within five (5) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed by another individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.

B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officers or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) calendar days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 and Policy 8320)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

An individual who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "complainant", may file a formal complaint, either orally or in writing with a teacher, principal, or other District employee, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee, the Compliance Officer, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within twenty-four (24) hours.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the complainant to assess his/her agreement to any action deemed appropriate. If the complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent and/or Board Attorney.

Within five (5) business days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with the respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee may consult with the Board Attorney. A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful harassment pursues the complaint. The Superintendent also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Superintendent.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative procedures shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal and State laws.

Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Superintendent may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Superintendent becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officers or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment in general, will be age and content appropriate.

F.S. 110.1221, 250.481, 760.01, 760.10, 784.049, 1000.05, 1006.07
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as the Individuals with Disabilities Act)
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
20 U.S.C. 1681 et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
National School Boards Association Inquiry and Analysis - May 2008

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policy

THE SCHOOL BOARD OF FRANKLIN COUNTY

PROGRAM
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NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such, the School Board will not discriminate nor tolerate harassment in its educational programs or activities on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

The Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students.

Equal educational opportunities shall be available to all students, without regard to the protected classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. **Curriculum Content**

review current and proposed courses of study and textbooks to detect any bias based upon the protected classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc., toward the development of human society;

policy

B. **Staff Training**

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. **Student Access**

1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the protected classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

2. verify that facilities are made available for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group that is officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society, pursuant to Board Policy 7510 - Use of District Facilities;

D. **District Support**

verify that like aspects of the District's program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

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E. **Student Assessment**

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the protected classes.

District Compliance Officer(s)

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Nick O'Grady	Dr. Sue Summers
Director of Federal Programs	Director of Special Programs
850-670-2810 ext. 4110	850-670-2810 ext. 4109
85 School Road Eastpoint, Florida 32328	85 School Road Eastpoint, Florida 32328
nogrady@franklin.k12.fl.us	ssummers@franklin.k12.fl.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks, in the School District annual report to the public, on the School District's web site, and/or in the Student Code of Conduct.

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The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The CO(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, the Florida Civil Rights Act of 1992, the Florida Educational Equity Act, and/or their implementing regulations is provided to students, their parents, staff members, and the general public. A copy of each of the acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit procedures and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis (see AP 2260F).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) business days.

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Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a protected class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

policy

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Atlanta Office of the OCR can be reached at 61 Forsyth Street, SW. - Suite 16T70 Atlanta, GA 30303-8909 (404) 562-7886; (404) 562-7884 TDD: (404) 562-7881 FAX; Web: http://www.ed.gov/ocr.

policy

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

policy

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.

B. Distributing a copy of Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

policy

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

policy

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the complainant to assess his/her agreement to the proposed action. If the complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "respondent") that a complaint has been received. The respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

policy

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with the respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other information presented by the complainant, respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

policy

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Superintendent may investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint.

The complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the respondent(s).

policy

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Florida's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Superintendent may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Superintendent becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

policy

THE SCHOOL BOARD OF FRANKLIN COUNTY

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

policy

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

F.S. 553.501 et seq., Florida Americans with Disabilities Accessibility Implementation Act
F.S. 553.014, 760.08, 760.021
F.S. 1000.05, Florida Educational Equity Act
F.S. 1002.311
F.A.C. 6A-19.001
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
34 C.F.R. Part 110 (7/27/93)
29 C.F.R. Part 1635
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979
Title III of the No Child Left Behind Act of 2001

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policy

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The School Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The Superintendent shall appoint compliance officer(s) whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

Compliance Officer(s)

The following persons are designated as the Compliance Officer(s) (COs):

Nick O'Grady	Sue Summers
Director of Federal Grants	Director of Special Programs
850-670-2810 ext. 4110	850-670-2810 ext. 4109
85 School Road Eastpoint, Florida 32320	85 School Road Eastpoint, Florida 32320
nogrady@franklin.k12.fl.us	summers@franklin.k12.fl.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks, in the School District Annual Report to the public, on the School District's web site, and/or in the daily newsletter to the public (Scoop).

Complaint Procedures

If a person believes that s/he has been subjected to unlawful discrimination, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the compliance officer.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the compliance officer for good cause.

C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The compliance officer shall maintain the District's files and records relating to the complaint.

D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to unlawful discrimination, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Training

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05
20 U.S.C. 1681 et seq., Title IX
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
42 U.S.C., 2000e, et seq., Civil Rights Act of 1964
42 U.S.C. 12112, Americans with Disabilities Act of 1990
29 C.F.R. Part 1635
38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act

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NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The School Board does not discriminate against any employee or applicant for employment with respect to hiring, compensation, terms, conditions, or privileges of employment based on genetic information. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Retaliation against an applicant or employee for engaging in protected activity is prohibited.

As required by Federal law and regulation, the Board shall direct its employees not to provide any genetic information in response to requests for medical information, including but not limited to FMLA medical certification or recertification. The Board shall also direct applicants for employment not to provide any genetic information in response to requests for medical information as part of the District's application process. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. As required by Federal law, if the District inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
20 U.S.C. 1232g
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The School Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The Superintendent shall appoint compliance officer(s) whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The Superintendent shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

Compliance Officer(s)

The following persons are designated as the Compliance Officer(s) (COs):

Nick O'Grady	Sue Summers
Director of Federal Grants	Director of Special Programs
850-670-2810 ext. 4110	850-670-2810 ext. 4109
85 School Road Eastpoint, Florida 32320	85 School Road Eastpoint, Florida 32320
nogrady@franklin.k12.fl.us	summers@franklin.k12.fl.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the staff handbooks, in the School District Annual Report to the public, on the School District's web site, and/or in the daily newsletter to the public (Scoop).

Complaint Procedures

If a person believes that s/he has been subjected to unlawful discrimination, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below. The compliance officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the compliance officer.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the compliance officer for good cause.

C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The compliance officer shall maintain the District's files and records relating to the complaint.

D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

Filing a Complaint with OCR/Florida Commission on Human Relations/EEOC

At any time, if an employee believes that s/he has been subjected to unlawful discrimination, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations (FCHR), or the Equal Employment Opportunity Commission ("EEOC").

Appealing to OCR/Florida Commission on Human Relations/EEOC

If the complainant is not satisfied with the Superintendent's decision, the complainant will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights, Florida Commission on Human Relations, or the Equal Employment Opportunity Commission.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Training

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
42 U.S.C. 2000e, et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 12112, Americans with Disabilities Act of 1990
29 C.F.R. Part 1635
38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act

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COMPLAINTS AGAINST ADMINISTRATIVE STAFF

Any complaint against an administrator which arises within the membership of the School Board or which comes to the attention of the Board (except through the Superintendent) shall be referred to the Superintendent for decision. In cases where the administrator or the complainant is not satisfied with the decision of the Superintendent, an appeal may be taken by either party to the Board through the Superintendent for a final decision.

Pursuant to State law, a complaint of misconduct against a District administrator, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

A. concluded the investigation with a finding not to proceed with disciplinary action or file charges; or

B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

A. by certified mail, return receipt requested, to his/her address of record; or

B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

F.S. 119.071(2)(k), 1012.31, 1012.795, 1012.796

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policy

THE SCHOOL BOARD OF FRANKLIN COUNTY

STUDENTS
5771/page 1 of 3

SEARCH AND SEIZURE

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of search upon reasonable suspicion that a weapon or prohibited or illegal substance is contained therein. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Use of Metal Detectors for students attending the Franklin County School Alternative Program. As part of an overall plan to protect the health, welfare, safety and lives of students, faculty, staff and visitors to the public schools, and to enforce provisions of the Code of Student Conduct, metal detectors may be used to scan and screen for firearms and other weapons in order to locate and deter their use. Firearms and other weapons have no place in public schools. They are life threatening, may cause bodily harm and have adverse and disruptive effects on the educational process.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

policy

F.S. 901.21, 933.07, 1006.09(9)
Fla. Const. Art. I, Sec. 2
U.S. Constitution, 4th Amendment

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USE OF DISTRICT FACILITIES

The School Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools. Full use of these facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the Board.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Use by School-Oriented Organizations and Groups

There shall be no charge for use of school facilities and equipment to approved groups and organizations related to and connected with the school, students, and/or activities and events directly related to the operation or support of the school. Custodial services shall be rendered at no charge to school-oriented groups described above, if the use of the facilities occurs during hours normally covered by school custodians, and if the event or activity does not create additional need for custodial services. School kitchens must be operated by regular cafeteria employees only. Charges will be assessed for the actual hourly rate, including applicable fringe benefits, for cafeteria employees on duty during the use.

Use by Nonschool-Oriented Organizations and Groups

There shall be a charge for the use of school facilities and equipment to groups and organizations not directly school related and/or oriented. Usage charges shall be established by the Superintendent and shall be based upon the facilities being used. Payment shall be made in advance by check payable to the Board. A representative of the school shall be on the school grounds during the hours of use of facilities, except for playgrounds. Custodial services are included in the basic facility usage fee except when additional services are needed and/or when the use of the facility occurs outside normal hours when a representative of the District is not on the school campus. Charges made for extra custodial services described above shall be the hourly rate, including applicable fringe benefits, of the employee assigned. A qualified employee must supervise the operation of major equipment in cafeteria, shops, etc. Charges will be assessed for the actual hourly rate, including applicable fringe benefits, for the employee on duty during the use.

Long-Term Use

Long-term use agreements for school facilities shall be executed by written contract. When a standardized agreement has been adopted by the Board for use of specific types of facilities, such agreement shall be executed. When uses have not been made the subject of standardized agreements, the Superintendent shall negotiate, in conjunction with the Board attorney, a specific agreement for approval by the Board.

Use of Equipment

A. Rental

Equipment, other than the normal furnishings of a particular facility, is not available for rental except by special permission of the Superintendent. No property or equipment shall be used for any of the following purposes:

1. commercial or personal gain

2. programs involving any form of gambling or any illegal activity

3. private teaching, except by accredited institutions of higher education

4. activities in violation of any Board regulation

5. by any organization or party which believes in or teaches directly or indirectly, the overthrow of the governments of the United States, the State of Florida, and/or Franklin County

B. Admission Fee

Not withstanding the provisions in (A) above, nonschool-oriented organizations and groups may, upon approval of the Superintendent, use District facilities and charge an admission fee provided:

1. such fee is only to recover costs associated with holding the specific event on District property;

2. the use of the facility is of educational benefit to students;

3. an approved facility usage agreement is executed for each use and all applicable facility use charges have been paid.

C. Intent

The intent of this policy may not be circumvented by any agency or organization described herein through use of the Board/County Commissioner Recreation Agreement, or similar agreements.

D. Denial of Use

The Superintendent may deny use of facilities or equipment to any agency or organization whose purpose in using District facilities and/or equipment is considered by the Superintendent to be incompatible with this rule.

Use of District Vehicles

All personal use of District-owned vehicles, such as commuting to and from work, is prohibited, unless authorized by the Superintendent. The value of any personal use will be reported annually on the employee's W-2 as taxable income, subject to current Internal Revenue Service rules.

Temporary Facilities

The Superintendent shall be authorized to lend temporary relocatable buildings to governmental agencies under the following provisions:

A. The period of use will be for one (1) year with an option to renew for annually.

B. The use of the temporary relocatable building shall be that of the primary governmental unit requesting the agreement and for a purpose not in conflict with any of the stated Board policies.

C. Preference shall be given to governmental agencies that provide a primary or secondary service to the School District.

D. There shall be no expense to the Board for the maintenance and care of the facility during the use period, and it shall be returned at the end of the use period in like or better condition. Expenses incurred by the Board in relocating a building shall be reimbursed by the requesting governmental agency.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, for the housing, feeding, and care of victims or potential victims when requested by local, County, State, or Federal governmental authorities.

The Superintendent shall develop administrative procedures for the granting of permission to use District facilities including a schedule of fees. Such procedures are to include the following:

A. Each user shall present evidence of the purchase of organizational/general liability insurance to the limit prescribed by the District's administrative procedures.

B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities are granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

F.S. 1013.10

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policy

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The School Board recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and/or others designated by the Florida Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization (see also Policy 5320) and other means for controlling communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, then the Principal will isolate the student in the building, contact the school nurse, and attempt to contact the parents. Isolation of a student means the separation of a student who is reasonably believed to be infected with a communicable disease from individuals who are not infected to prevent the possible spread of the disease. The District will follow directives from the County Health Department regarding notification of that department when a student appears to have, or have been, exposed to a communicable disease, as well as directives from the County Health Department regarding whether or not the student should be excluded from school for a prescribed period of time.

The Superintendent shall develop administrative procedures for the control of communicable disease which shall include, but not be limited to, the following:

A. instruction of instructional staff members in the detection of these common diseases and measures for their prevention and control;

B. removal of students from District property to the care of a responsible adult;

C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;

D. filing of reports as required by statute and the State Department of Health.

F.S. 381.00315, 1003.22

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5751 - PARENTAL-MARRIED STATUS OF STUDENTS

No student, whether married or unmarried, who is otherwise eligible to attend school in the District shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

These students and students who are parents shall receive the same educational instruction or its equivalent as other students, but may voluntarily be assigned to a class or program suited to their special needs. The District will provide information on alternative programs.

The School Board reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular and extra-curricular programs of the schools that each pregnant student present to the principal her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

Students participating in teenage parent programs are exempt from minimum attendance requirements for absences related to pregnancy or parenting but are required to make up work missed due to absence.

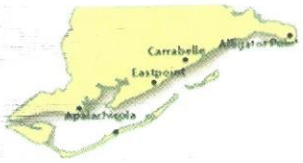
F.S. 760.01, 1003.54

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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



TOGETH
EVERYO
ACHIEVI
MORE

October 12, 2016

NO ACTION TAKEN
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

To: Nina Marks, Superintendent

From: Nick O'Grady

RE: Panhandle Area Educational Consortium Contract Agreement

Dear Mrs. Marks:

I am submitting a Panhandle Area Educational Consortium contract for approval by the Franklin County School Board at its' November 7, 2016 meeting.

The purpose of the contract is to support our mentors with professional development, which will enhance their skills in supporting the new teachers to Franklin County. I have attached a copy of the Program Manual - PROMOTING PROFESSIONAL EXCELLENCE BEGINNING TECHER SUPPORT PRGRAM MANUAL.

Respectfully,

Nick O'Grady

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

NO ACTION TAKEN
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

17-148

Panhandle Area Educational Consortium
Contract Agreement

THIS CONTRACT is entered into by and between the Franklin County School Board, 85 School Road, Suite One Eastpoint Florida 32328 hereinafter called "contractee", and Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractor," entitled Contracts.

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

The Contractee agrees to compensate contractor for the amount of $100/teacher for the teacher orientation program by September 15, 2016, and at a rate of $200/semester for those enrolled for a minimum of one month each semester by January 10, 2017 and June 15, 2017. The payment schedule will be up to three times per fiscal year. The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, Franklin County School Board, 85 School Road, Suite One, Eastpoint, FL 32328. Karen, Peddie, Director of Human Resources, shall approve submitted material and invoices before payment is made.

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

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

The services provided through this contract are stipulated as follows:

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

1. Assume responsibility for entering course components in the ePDC, collaborating with the advisory group to determine the appropriate number of total hours for which completers will be eligible, registering participants, developing professional learning opportunities and assignments/activities that will comprise a cumulative electronic portfolio, providing feedback, and marking satisfactory completion of assignments.
2. Assemble an advisory group of district level representatives who have HR and/or professional development responsibilities to develop policies and procedures, which will be implemented with all program participants during year one, monitor effectiveness, and make identified revisions at the end of year one.
3. Collaborate with the District liaison and school administrator(s) to provide quarterly feedback about each participant's progress toward goals and completion of the program. Notify liaison and school administrator(s) of non-compliance of participants.
4. Maintain each participant's electronic portfolio, aligned with the recommendations of the program's advisory group and provide access to the portfolio to specific individuals as requested by

the district liaison.
5. Ensure all personnel who visit classrooms are level 2 security cleared as a state contractor.
6. Provide overall program oversight by the Administrator of Instructional Services, who will appoint a direct program contact at PAEC.
7. Invoice the district, at a rate of $100/teacher for the teacher orientation program by August 31, 2016, and at a rate of $200/semester for those enrolled for a minimum of one month each semester by December 10, 2016 and May 31, 2017.

The contractee, Franklin County School Board will:

1. Identify participants for the beginning teacher support program and provide a list of names, teaching assignments, and contact information to the PAEC's designated contact.
2. Assume responsibility for ensuring each teacher has local support at the level deemed appropriate by the district.
3. Identify a district program liaison to whom the consortium's program contact will provide a quarterly feedback report about each participant's progress and collaborate with to identify district-approved observation targets.
4. Award inservice points to program completers as deemed appropriate by the district professional development director.
5. Provide payment at a rate of $100/teacher for the teacher orientation program, and at a rate of $200/participant/semester for those enrolled for a minimum of one month each semester within 30 days of receipt of invoice.

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

No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the contractor ineligible making this contract null and void, by 2 CFR Appendix II to Part 200, Section (H), "Debarment and Suspension."

The contractor, as defined by the Attorney General Opinion No. 062-120, will perform all services and furnish all labor at the Payee/Contractor's risk assuming full responsibility for completion of services stipulated. The contractor is the party providing the services; the contractee is the party receiving the services and providing the payment for the services.

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

287.058 -

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

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

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

287.0582 -

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

216.347 -

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

215.422 -

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

1012.465-

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

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

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

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

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

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

Audit Requirements

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

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

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

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

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

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

The address to which the foregoing shall be submitted is

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

Non-discrimination

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

Force Majeure

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

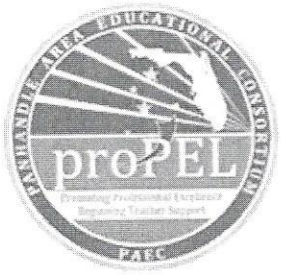
IN WITNESS WHEREFORE, the parties have executed this CONTRACT/MODIFICATION and signing, thereby validating this CONTRACT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

Contractee	**Contractor**
Pam Shiver, Chairman Jackson County School Board	Herbert J. Taylor, Superintendent Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board
Date	Date
Nina Marks, Superintendent Taylor County School Board	John T. Selover, Executive Director
Date	Date
59-6000680 Social Security # or Federal ID#	59-6000898 Social Security # or Federal ID #

WCSB Date: September 12, 2016

17-148

THE PANHANDLE AREA EDUCATIONAL CONSORTIUM



PROMOTING PROFESSIONAL EXCELLENCE
BEGINNING TEACHER SUPPORT
PROGRAM MANUAL

"Every student deserves a great teacher,
not by chance, but by design (Fisher, Frey, and Hattie, 2016)."

2016-2017

PAEC
Panhandle Area
Educational Consortium

Advancing Schools and Communities for Student Success
"Every Child, Every Day"

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Teachers Matter

"Years of research have proven that nothing schools can do for their students matters more than giving them effective teachers. A few years with effective teachers can put even the most disadvantaged students on the path to college. A few years with ineffective teachers can deal students an academic blow from which they **may never recover** (Jordan, Mendro, and Weerasinghe, 1997)."

STATEMENT OF PURPOSE

Research findings indicate teacher quality is one of the most significant determinants of student achievement. In addition, a high-quality teacher induction program is critical in increasing teacher effectiveness and teacher retention.

- Effective teachers are the single most important factor in promoting student achievement (Darling-Hammond and Youngs, 2002).
- High quality induction programs, when implemented well, can increase teacher effectiveness and improve student learning (Strong, 2006).
- Estimates suggest between 40% and 50% of new teachers leave the education workforce within five years (Ingersoll, 2012).
- Induction programs can increase teacher retention rates and the impact depends on the quality of supports provided (Strong, 2006).

According to Darling-Hammond and Youngs (2006), "One of the most damaging myths prevailing in American education is the notion that good teachers are born and not made." *Promoting Professional Excellence (proPEL)*, is a program initiative of the Panhandle Area Educational Consortium which was established to provide support needed to proPEL beginning teachers to high-quality teaching performance and heightened achievement of students. Florida Statute 1012.56(8) defines the minimum competencies for professional certification. This program offers districts a means to provide for verification of a teacher's ability to demonstrate these teaching competencies and Florida's, *The Educator Accomplished Practices* (FEAPS).

Authority: FS 1012.56(8) (a). "The Department of Education shall develop and each school district may provide a cohesive competency-based professional development certification and education competency program by which members of a school district's instructional staff may satisfy the mastery of professional preparation and education competence requirements specified in subsection (6) and rules of the State Board of Education."

The program shall include the following:

1. A minimum period of initial preparation before assuming duties as the teacher of record.
2. An option for collaboration between school districts and other supporting agencies or educational entities for implementation.
3. An experienced peer-mentor component. Each individual selected by the district as a peer mentor must hold a valid professional certificate issued pursuant to this section, must have earned at

least 3 years of teaching experience in prekindergarten through grade 12, and must have earned an effective or highly effective rating on the prior year's performance evaluation under s. 1012.34 or be a peer evaluator under the district's evaluation system approved under s. 1012.34.

4. An assessment of teaching performance aligned to the district's system for personnel evaluation under s. 1012.34 which provides for:
    a. An initial evaluation of each educator's competencies to determine an appropriate individualized professional development plan.
    b. A summative evaluation to assure successful completion of the program.
5. Professional education preparation content knowledge that includes, but is not limited to, the following:
    a. The state standards provided under s. 1003.41, including scientifically based reading instruction, content literacy, and mathematical practices, for each subject identified on the temporary certificate.
    b. The educator-accomplished practices approved by the state board.
    c. A variety of data indicators for monitoring student progress.
    d. Methodologies for teaching students with disabilities.
    e. Methodologies for teaching students of limited English proficiency appropriate for each subject area identified on the temporary certificate.
    f. Techniques and strategies for operationalizing the role of the teacher in assuring a safe learning environment for students.
6. Required achievement of passing scores on the subject area and professional education competency examination required by State Board of Education rule.

Program Objectives

- Improve student learning outcomes by increasing competency in effective teaching behaviors and support successful demonstration of Florida's, *The Educator Accomplished Practices.*
- Provide high-quality professional learning opportunities that result in increased student learning and achievement.
- Increase retention rates and success of beginning teachers.
- Implement structures to support collaboration and collegiality among novice teachers and other educators that are high-performing.
- Promote an ongoing cycle of self-assessment, reflection, and continuous improvement through use of data.
- Cultivate skills of mentor teachers, who will assist in the development of novice teachers.

Guiding Principles

- High-quality instruction is a complex process and acquisition of teaching expertise is a career-long development process.
- Every student deserves a highly-qualified teacher that understands his/her subject matter and who can teach it effectively.
- Rigorous professional standards and a focus on student achievement guide improvement of an educator's professional practice.
- Ongoing support from a trained mentor is essential during a teacher's first years.
- Principal support is crucial during the induction process.

- Quality collaborative work on problems of practice positively influences teacher performance and student achievement.

Program Overview

PAEC proPEL Program provides support by:

- Holding a two-day orientation available for beginning/novice teachers and other teachers who are new to the state or to a PAEC member or participating district.
- Ensuring beginning/novice teachers have professional learning opportunities and receive an appropriate level of assistance in demonstrating competency in each of Florida's, *The Educator Accomplished Practices* (FEAPS) through a yearlong program of support.
- Providing professional learning to boost teacher leadership in districts by enhancing the effectiveness of district-selected mentor teachers.

Program Definitions

Beginning Teacher – First-year teacher without previous teaching experience.
Mentor Teacher – Professional educator highly committed to supporting the personal growth of a beginning teacher throughout the academic year. The mentor provides guidance and shares knowledge and experiences as he/she supports the beginning teacher in making a positive impact on student growth and achievement. Mentor qualifications include:

- Holds a valid professional certificate
- Earned at least three years of teaching experience in prekindergarten through grade 12
- Earned an effective or highly effective rating on the prior year's performance evaluation under s. 1012.34 or be a peer evaluator under the district's evaluation system approved under s. 1012.34.

Description of District Participation Options

Option One: Orientation for Beginning Teachers

proPEL's two-day orientation program offers a general overview of topics that may positively impact a teacher's experiences with students and parents during the first days and weeks of school. Program content also informs teachers of the ethical principles that guide Florida educators and the disciplinary principles that Florida teachers shall comply with (6A-10.081 *Principles of Professional Conduct for the Education Profession in Florida*). Participants that attend and successfully complete the correlating online implementation and reflection activities will become eligible (with district approval) for 12 hours of professional development credit.

Orientation Topics

- Professionalism and Ethics for Florida Educators
- Introduction to Florida Standards-Based Instruction
- Introduction to Classroom Management
- Student Engagement Strategies
- Working with Parents as Partners
- Setting the Stage for a Positive Learning Environment
- Understanding Special Student Designations and Related Educator Responsibilities
- Trauma Informed Care

APPROVED

NOV 7 2016

FRANKLIN COUNTY SCHOOL BOARD

FRANKLIN Title I, Part A Parental Involvement Plan

I, Nick O'Grady , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- If the LEA Plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

Nicia M. Marks — 10/6/16

Signature of Superintendent or Designee
(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: MISSION STATEMENT

To create an educational atmosphere that inspires students to reach their maximum potential through the love of learning and the development of responsible citizenship, while providing an appropriate education that results in success for all students.

To accomplish our mission, we will seek and provide visionary leadership, focus our decisions and activities to provide the maximum learning opportunities for each student and employ sound fiscal management practices. Our mission will be realized in the context of a safe, nurturing and positive environment that values the contributions and needs of individuals while working effectively with our Board, staff, parents, and community to achieve our shared vision of a brighter tomorrow for our students.

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

Response: The Franklin County School District agrees to implement the following statutory requirements:

·The school district will have programs, activities, and procedures for the involvement of parents in all of the schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures, will be planned and operated with meaningful consultation with parents of participating children. The FCSD will have teacher-parent nights for the training of parents in helping their child/children in reading. There will be two training sessions: one during the first semester, and one during the second. The FCSD will have Title grant presentations at each school, once in August or September in the school year and once in the Spring: Doughnuts for Dads in November, 2016; and Muffins for Moms in May, 2017. These meetings are for disseminating information and Q & A about how to help the child/children at home. Literacy on the Lawn - students reading to parents twice a year: October, 2016; and a second event in April, 2017. Dr. Seuss family night will be held in March, 2017.

Franklin County will establish an outreach program in 2017, which will enable the business community to allow employees to volunteer at the school for one hour during the work day. Additional programs such as, HIPPY Program, FSU Spanish Internship, Employers allowing employees to volunteer at the schools during the work day for an hour. The school district is developing its' new web site to be interactive, which allows parents to have open communication with teachers, be kept up-to-date concerning activities and to check their child/children grades daily. Franklin uses appropriate communication's for parents to receive notices of meetings,, activities, and open communications with school administration, teachers, district employees

Additionally, the Franklin County Schools will add a new outreach program

Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parent involvement policies meet the requirements of section 1118(b) of the ESEA, and each will include a school-parent compact consistent with section 1118(d) of the ESEA. The district has a parent involvement committee that reviews and edits the two schools' parent involvement plans annually.

The school district will incorporate a district-wide parent involvement policy into its LEA plan developed under section 1112 of the ESEA. The district parent involvement plan is reviewed annually, by the district involvement committee.

In carrying out Title I, Part A parental involvement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This will include providing information and school reports required under Section 1111 of the ESEA in an understandable format. Alternative formats are available upon request, and, to the extent practicable, in language that parents understand.

The FCSD will publish documents and announcements translated into Spanish and other languages as requested. The FCSD also has an ESOL teacher who aids in conversations needing translations.

·If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school submits the plan to the State Department of Education.

If this situation occurs the Franklin County School District will attach and forward all complaints with the Parent Involvement Plan.

·The school district will involve the parents of children served under Title I Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is utilized, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The FCSD has parents involved in the discussions of the needs and expenditure of Title grant funds, as well as a review by the School Advisory Council. Parents who participate in the review and development of the district plan are: Pam Marxsen, parent; Ashley Bartlett, parent; Elizabeth Kirvin, parent; David Walker, parent; David Butler, community representative; Lydia Countryman, teacher, Harolyn Walker, administrator, and Nick O'Grady from the school district.

·The school district will be governed by the following statutory definition of "parental involvement," and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in a regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -

(A) That parents play an integral part in assisting to assure that their child is learning;

(B) That parents are encouraged to be actively involved in their child's education at school;

(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

(D) The carrying out of other activities such as those described in section 1118 of the ESEA.

1. Provide assistance to parents in understanding such topics as:

   Florida's academic content standards;

   Florida's student academic achievement standards;

   Florida's and local academic assessments including alternate assessments;

   The requirements of Title I, Part A;

   How to monitor their children's progress;

   How to work with educators to improve the achievement of their children.

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools.

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs.

The school's program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand. The Franklin County School District reviews each school plan on a timely basis.

6. Provide reasonable support for parental involvement activities as parents may request. The district staff aides in the process with the schools in achieving viable parent activities which enables the parents to up their child/children.

Members of the committee: Mrs. Pam Marxsen, parent; Ashley Bartlett, parent; Elizabeth Kirvin, parent; Allison Chipman parent, Dan Rosier,community representative; David Walker, parent; David Butler, community representative; Lydia Countyman, teacher. and Harolyn Walker assistant principal.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Response: The LEA will provide coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement programs to improve student achievement and school performance in the following ways:

The Director of Curriculum will provide technical assistance to all Title I principals in May to review the Title I, Part A requirements for parental involvement as it relates to increasing student achievement. Successful activities will be shared. Principals will receive newsletter, emails and third party programs which will enhance opportunities in the area of parent involvement programs. PIP templates will be emailed to all Title I principals and assistant principals.

The schools will send their parent involvement plans to the Director of Curriculum to be reviewed and summary changes or approval will be returned to the school and submitted to the Florida Department of Education. Additionally the Director of Curriculum will provide technical assistance to schools when planning parent programs for the school year.

Members of the PIP process: Pam Marxsen, parent; Ashley Bartlett, parent; Elizabeth Kirvin, parent/teacher; Tiffany Stanley, parent; David Walker, parent; David Butler, community representative; Lydia Countryman, parent -teacher, Nancy Hodgsen parent, Harolyn Walker parent teacher, Allison Chipman parent, Lois Mendez-Catlin community supporter, Dan Rosier community supporter. Gina Moore, parent.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	21st Century Grants	The Franklin County School District , school principal, the School Advisory Council, and the on-site director for the Century 21st programs will work jointly to ensure remediation is part of their programs for our after school students.
2	Early Learning Coalition prepares 4 yr olds for kindergarten.	The Franklin County School District partners with these organizations to ensure proper coordination, which leads to kindergarten preparedness and to solicit their feedback into their needs and ways that we can help them be better prepared.
3	Home Instruction for Parents of Preschool Youngsters (HIPPY), a parent training program	The Franklin County School District will offer parents counseling and training to enhance their support of their child(ren)'s academic growth and development.
4	Franklin County Coalition, a collaboration of state organizations	The Franklin County School District Homeless Liaison works with these organizations daily in the identification and referral of homeless students in need of assistance.
5	Collaboration with the Franklin County Health Department	The primary benefit of the collaborative effort is networking for resources that help students and families in the areas of health, social services, and extended educational activities. Most of the resources are free to the schools.
6	The Franklin County Sheriff's Department/DARE program for drug-free schools	The Franklin County School District coordinates with the Franklin County Sheriff's Department to offer programs about bullying, tobacco, and drug-free lifestyles to our students. The sheriff's department also has off-site programs during the school year for students in grades K-5.
7	Title Grant seminars	The Franklin County School District will support both the Franklin County K-12 & ABC School K-8 in the implementation of their school based parent involvement plans for 2014-2015.

Annual Evaluation

Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

Response: School Climate Surveys are completed by parents annually from January 4 through March 1. Surveys are available online and in hard copy. The FCSD will convened a quarterly Parent Involvement Committee beginning in February, 2017. Parents will participate in reviewing the FCSD Plan and make recommendations and changes for the 2016-2017 plan. FCSD will continue their Title I Annual Meeting to go along with Parent

Volunteer nights, and a myriad of other, similar activities, in which parents are given the opportunity to make comments. School climate surveys are dis-aggregated by grade levels.

Schools have sign-in sheets at all parent activities, agendas and evaluation forms are completed at the ends of those nights. Schools and the FCSD review these completed forms in an effort to plan future activities more effectively. In April/May the results of the School Climate Survey, as well as additional surveys taken at other parent involvement functions. The Franklin County School Advisory Council was being reorganized this prior year; therefore, new members will be serving, which will enhance our evaluations for the Franklin County PIP plans, consider revisions and approval for the 2016-2017 year's Parent Involvement Plan. The Apalachicola Bay Charter School has its' plan reviewed by its SAC committee and approve by its school board.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Annual Title Grant Meetings	Nick O'Grady	How grants impact achievement	Fall or Spring 2016-2017	Sign-in sheets + agenda: Comparison in the addition of parents taking part in SAC, PIP committee and PTO activities.
2	Florida's academic content standards	Teachers	Gain support of parents through their gained knowledge of where their child is academically	Once at each school	Sign-in sheets documents by teachers. Increase information getting to parents concerning pre and post test plus quarterly assessments. Comments related to the academic content areas as provided via parent surveys.
3	Reading coaches will offer parents literacy training and training in the use of technology to enhance parents' capacity to work with their children	Reading coach + teachers	Increase reading opportunities with parents	Beginning in September, 2016	Documentation from classroom teachers. Additional meetings for follow-up with parents on the success of the home reading program. Increase in the number of parents participating in literacy trainings provided. ie. The FCSD will have teacher-parent nights for the training of parents in helping their child/children in reading. There will be two training sessions one the first semester and one the second. The FCSD will have Title gr

4	Ensure that information related to the school and parent programs, meetings, and other activities	Guidance	Ensures that ESOL students' parents are informed in a language they understand	September, 2016	Copies of letters distributed; results of parent surveys in which information provided is identified.
5	Support of schools	Nick O'Grady	District will be proactive in support of schools implementation of their individual plans	Summer 2016	Sign in sheets agendas
6	Development of Portal for parent involvement	Technology department/Kevin Ward	Makes communication more accessible for parents	Summer 2016	Number of hits on the site
7	Franklin County outreach Program	Nina Marks/Nick O'Grady	HIPPY Program, FSU Spanish Internship, Employers allowing employees to volunteer at the schools during the work day for an hour, set-up appropriate communication for parents to receive notices of meetings,, activities, and open communications with school administration, teachers, district employees	Fall 2016	Number of hits on site, sign-in sheets, activities attended, number of parent teacher meetings, number of activities attended and the end-of-year survey's completed.
8	Promote perfect attendance on a nine week basis and end of year 2016-2017	Nick O'Grady	Get parents involved in increasing students attending school on a regular basis. Quarterly awards for students with perfect attendance per quarter.	Fall 2016 thru Soring 2017	Number of students receiving awards for perfect attendance

Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Involvement Overview	Director of Curriculum and school principal	Better parent involvement, better student academic performance	Professional development begins in August, ongoing	Agendas, sign-in sheets PAEC
2	Making parents partners with their children's reading	Elementary and middle school deans	Teachers learn to teach parents how to read with their child and support reading	Begins in August 2016, ongoing	Begins in August, ongoing One day was set aside for parents to meet with teachers, October 22, 2012.

			assignments		These meetings were individual teachers and parent conferences which addressed all aspects of the students' academic achievement and assessments taken to date.
3	Parent programs	Principal	Sets up program's which specific address student academic areas of interest. ie Understand the new testing system	Begins in August 2016, ongoing	Begins in August, ongoing. At the beginning of school teachers have parent involvement training.
4	Parent Involvement	Director of Curriculum	Developed action plans that included getting parents involved with the academics of their children	First meeting September, 2016	Agendas, sign-in sheets; teacher, parent reports; student achievement
5	Grade-level training programs designed to increase "positive" contact with parents and volunteers	Principal and school deans	More teachers more proactive in contacting parents on a regular basis	September, 2016, ongoing	Agendas, sign-in sheets, teacher checklists
6	PD for teachers/administrators in identification of homeless students and families	Homeless liaison & guidance department	Increase awareness of teachers in helping needed students	Fourth quarter 2017, first quarter 2015	Agendas. sign-sheets

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: A. The school district will, with the assistance of its schools, provide materials and training to help parents (including parents with limited English proficiency and/or disabilities, and parents of migratory children)work with their children to improve their children's academic achievement. Assistance will include, but will not be limited to, such things as literacy training and uses of technology.

· Each school site and facility will offer parent workshops and will provide parents with literature, materials that they may check out, web based resources, etc., along with appropriate assistance. In addition, each parent will be assisted by school staff in the development of Title I "Contracts" that will be signed by the parent and teacher.

· Each school provides Family Reading Nights, during which parents and children read together and then complete the appropriate AR or RC reading assessment for books that have been read.

B. The school district will educate its entire school staff on ways to communicate and work effectively with parents as equal partners, and on ways to coordinate parent programs between parents and schools.

· Each staff member is required to develop an individual Professional Learning Plan for his or her use during the year. Parent communication skill development is expected to be part of every plan, and school and district leadership will monitor and evaluate plans during the year.

C. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents As Teachers program, and public preschool and other programs, as well as conducting other activities, including operating parent resource centers, to encourage and support parents in the education of their children, by:

· Our district's Head Start Programs. There is collaboration among these programs and our other school programs (many of which have Title funding). At monthly principal meetings, the Title programs are reviewed and the implementation is monitored. Principals and district staff use collaboration between the programs to meet the needs of students and close the achievement gap.

· In addition, local business groups, county government, and local law enforcement agencies provide a wide range of services to assist all of our schools and the students they serve. Local business supports the education and extracurricular programs in the schools through donations and participation in school events. Local government supports the schools through programs, special events, speakers, and onsite visits. Law enforcement provides resource

officers, programs, and events for students. These collaborative efforts provide a positive learning environment and increase student academic achievement.

D. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is communicated to parents of participating children in an understandable format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

· student and program outcome measures will be reported to school board members, administrators, faculty, community, and parents through annual reports published in the local news media and on the district website, quarterly newsletters, quarterly meetings of the School Advisory Council, SPARS, the annual district Report, and at principals' meetings and PTO meetings. In addition, such information will be in the parent's home language if at all feasible. The principal will monitor student population and parent need to assure that the district has available staff member(s) proficient in Spanish to aid in translation as needed.

Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)]. Check here if the LEA does not plan to implement the discretionary parental involvement activities. Check all activities the LEA plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];	Provide support to each school in the development of PIP plan and the implementation of activities	Nick O'Grady, District	Helps make parents aware of testing dates and ways to motivate their child.	October 2016 - ongoing
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];	Parent outreach activities	Nick O'Grady/District	Teachers and parents become more confident interacting with each other; therefore, enhancing communication which benefits the students	October. 2016 - quarterly
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; - 5	Nick O'Grady/District	Opportunities for more parents to get involved	October. 2016 - ongoing
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Professional development will be offered to support the completion and us e of the parent surveys. of interest	Nick O'Grady/District	Surveys show that parents have interest in helping their children grow academically	October 2016- ongoing
5	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in	Increase # of parents elected to SAC committees	Nick O'Grady/District	More parent involvement gives the schools opportunities to reach more	October. 2016 - ongoing

	Title I, Part A programs [Section 1118(e)(12)]; and			students in more ways	
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Interaction of school personnel in local activities, associations and county promotions.	Nick O'Grady/District	Support outside the schools allows students to learn the importance of education.	October. 2016 - ongoing

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The district held title grant meetings at each school for parents during 2016-2017.	4	75	Increased interest of parents in testing
2	The district will support activities at each school during the 2016-2017 school year.	4	100	impacted by the support of parents in helping their children with homework & communicating with teachers
3	PTO-	10	7	Increased interest in student academic opportunities
4	SAC	10	5	Supported parent involvement and increasing rigor in the classroom.

Staff Training Summary

Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Teachers professional development at weekly meetings to aide parents in understanding Fl. Standards	4	35	moderate, teachers became more aware of their students home situations and communication with parents increased.
2	Establish professional development for parents to aide their disable children with their academic.	5	41	Teachers and parents become more confident interacting with each other; therefore, enhancing communication which benefits the students

Private School Summary

Provide a summary of the parental involvement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)]
X Not Applicable

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	High unemployment is causing high level of stress/less attendance at school programs	Free suppers at school, more communication with parents
2	Meeting times are an issue, many parents work long hours and are too tired to attend an evening meeting/program	Set alternative meeting dates and times and increase meetings
3	Lack of interest on the part of parents to attend meetings	Have shorter meetings and consider meetings at three different sites in the county

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

count	Content/Purpose	Description of the Activity

FRANKLIN Title I, Part A Parental Involvement Plan

I, Nick O'Grady , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children;
- Consistent with Section 1118, the LEA will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-wide parental involvement policy into its LEA Plan developed under Section 1112 of the ESEA;
- In carrying out the Title I, Part A, parental involvement requirements to the extent practicable, the LEA and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand [Section 1118(f)];
- If the LEA Plan for Title I, Part A, developed under Section 1112 of the ESEA is not satisfactory to the parents of participating children, the LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

Nick M. Marks — 10/6/16

Signature of Superintendent or Designee
(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: MISSION STATEMENT

To create an educational atmosphere that inspires students to reach their maximum potential through the love of learning and the development of responsible citizenship, while providing an appropriate education that results in success for all students.

To accomplish our mission, we will seek and provide visionary leadership, focus our decisions and activities to provide the maximum learning opportunities for each student and employ sound fiscal management practices. Our mission will be realized in the context of a safe, nurturing and positive environment that values the contributions and needs of individuals while working effectively with our Board, staff, parents, and community to achieve our shared vision of a brighter tomorrow for our students.

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

Response: The Franklin County School District agrees to implement the following statutory requirements:

·The school district will have programs, activities, and procedures for the involvement of parents in all of the schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures, will be planned and operated with meaningful consultation with parents of participating children. The FCSD will have teacher-parent nights for the training of parents in helping their child/children in reading. There will be two training sessions: one during the first semester, and one during the second. The FCSD will have Title grant presentations at each school, once in August or September in the school year and once in the Spring: Doughnuts for Dads in November, 2016; and Muffins for Moms in May, 2017. These meetings are for disseminating information and Q & A about how to help the child/children at home. Literacy on the Lawn - students reading to parents twice a year: October, 2016; and a second event in April, 2017. Dr. Seuss family night will be held in March, 2017.

Franklin County will establish an outreach program in 2017, which will enable the business community to allow employees to volunteer at the school for one hour during the work day. Additional programs such as, HIPPY Program, FSU Spanish Internship, Employers allowing employees to volunteer at the schools during the work day for an hour. The school district is developing its' new web site to be interactive, which allows parents to have open communication with teachers, be kept up-to-date concerning activities and to check their child/children grades daily. Franklin uses appropriate communication's for parents to receive notices of meetings,, activities, and open communications with school administration, teachers, district employees

Additionally, the Franklin County Schools will add a new outreach program

Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parent involvement policies meet the requirements of section 1118(b) of the ESEA, and each will include a school-parent compact consistent with section 1118(d) of the ESEA. The district has a parent involvement committee that reviews and edits the two schools' parent involvement plans annually.

The school district will incorporate a district-wide parent involvement policy into its LEA plan developed under section 1112 of the ESEA. The district parent involvement plan is reviewed annually, by the district involvement committee.

In carrying out Title I, Part A parental involvement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. This will include providing information and school reports required under Section 1111 of the ESEA in an understandable format. Alternative formats are available upon request, and, to the extent practicable, in language that parents understand.

The FCSD will publish documents and announcements translated into Spanish and other languages as requested. The FCSD also has an ESOL teacher who aids in conversations needing translations.

·If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school submits the plan to the State Department of Education.

If this situation occurs the Franklin County School District will attach and forward all complaints with the Parent Involvement Plan.

·The school district will involve the parents of children served under Title I Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is utilized, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The FCSD has parents involved in the discussions of the needs and expenditure of Title grant funds, as well as a review by the School Advisory Council. Parents who participate in the review and development of the district plan are: Pam Marxsen, parent; Ashley Bartlett, parent; Elizabeth Kirvin, parent; David Walker, parent; David Butler, community representative; Lydia Countryman, teacher, Harolyn Walker, administrator, and Nick O'Grady from the school district.

·The school district will be governed by the following statutory definition of "parental involvement," and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in a regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring -

(A) That parents play an integral part in assisting to assure that their child is learning;

(B) That parents are encouraged to be actively involved in their child's education at school;

(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

(D) The carrying out of other activities such as those described in section 1118 of the ESEA.

1. Provide assistance to parents in understanding such topics as:

Florida's academic content standards;

Florida's student academic achievement standards;

Florida's and local academic assessments including alternate assessments;

The requirements of Title I, Part A;

How to monitor their children's progress;

How to work with educators to improve the achievement of their children.

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools.

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs.

The school's program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand. The Franklin County School District reviews each school plan on a timely basis.

6. Provide reasonable support for parental involvement activities as parents may request. The district staff aides in the process with the schools in achieving viable parent activities which enables the parents to up their child/children.

Members of the committee: Mrs. Pam Marxsen, parent; Ashley Bartlett, parent; Elizabeth Kirvin, parent; Allison Chipman parent, Dan Rosier,community representative; David Walker, parent; David Butler, community representative; Lydia Countyman, teacher. and Harolyn Walker assistant principal.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Response: The LEA will provide coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement programs to improve student achievement and school performance in the following ways:

The Director of Curriculum will provide technical assistance to all Title I principals in May to review the Title I, Part A requirements for parental involvement as it relates to increasing student achievement. Successful activities will be shared. Principals will receive newsletter, emails and third party programs which will enhance opportunities in the area of parent involvement programs. PIP templates will be emailed to all Title I principals and assistant principals.

The schools will send their parent involvement plans to the Director of Curriculum to be reviewed and summary changes or approval will be returned to the school and submitted to the Florida Department of Education. Additionally the Director of Curriculum will provide technical assistance to schools when planning parent programs for the school year.

Members of the PIP process: Pam Marxsen, parent; Ashley Bartlett, parent; Elizabeth Kirvin, parent/teacher; Tiffany Stanley, parent; David Walker, parent; David Butler, community representative; Lydia Countryman, parent -teacher, Nancy Hodgsen parent, Harolyn Walker parent teacher, Allison Chipman parent, Lois Mendez-Catlin community supporter, Dan Rosier community supporter. Gina Moore, parent.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	21st Century Grants	The Franklin County School District , school principal, the School Advisory Council, and the on-site director for the Century 21st programs will work jointly to ensure remediation is part of their programs for our after school students.
2	Early Learning Coalition prepares 4 yr olds for kindergarten.	The Franklin County School District partners with these organizations to ensure proper coordination, which leads to kindergarten preparedness and to solicit their feedback into their needs and ways that we can help them be better prepared.
3	Home Instruction for Parents of Preschool Youngsters (HIPPY), a parent training program	The Franklin County School District will offer parents counseling and training to enhance their support of their child(ren)'s academic growth and development.
4	Franklin County Coalition, a collaboration of state organizations	The Franklin County School District Homeless Liaison works with these organizations daily in the identification and referral of homeless students in need of assistance.
5	Collaboration with the Franklin County Health Department	The primary benefit of the collaborative effort is networking for resources that help students and families in the areas of health, social services, and extended educational activities. Most of the resources are free to the schools.
6	The Franklin County Sheriff's Department/DARE program for drug-free schools	The Franklin County School District coordinates with the Franklin County Sheriff's Department to offer programs about bullying, tobacco, and drug-free lifestyles to our students. The sheriff's department also has off-site programs during the school year for students in grades K-5.
7	Title Grant seminars	The Franklin County School District will support both the Franklin County K-12 & ABC School K-8 in the implementation of their school based parent involvement plans for 2014-2015.

Annual Evaluation

Describe the actions the LEA will take to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the academic quality of the Title I, Part A schools [Section 1118(a)(2)(E)].

Response: School Climate Surveys are completed by parents annually from January 4 through March 1. Surveys are available online and in hard copy. The FCSD will convened a quarterly Parent Involvement Committee beginning in February, 2017. Parents will participate in reviewing the FCSD Plan and make recommendations and changes for the 2016-2017 plan. FCSD will continue their Title I Annual Meeting to go along with Parent

Volunteer nights, and a myriad of other, similar activities, in which parents are given the opportunity to make comments. School climate surveys are dis-aggregated by grade levels.

Schools have sign-in sheets at all parent activities, agendas and evaluation forms are completed at the ends of those nights. Schools and the FCSD review these completed forms in an effort to plan future activities more effectively. In April/May the results of the School Climate Survey, as well as additional surveys taken at other parent involvement functions. The Franklin County School Advisory Council was being reorganized this prior year; therefore, new members will be serving, which will enhance our evaluations for the Franklin County PIP plans, consider revisions and approval for the 2016-2017 year's Parent Involvement Plan. The Apalachicola Bay Charter School has its' plan reviewed by its SAC committee and approve by its school board.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Sections 1118(a)(2)(C), 1118(e)(1-14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Annual Title Grant Meetings	Nick O'Grady	How grants impact achievement	Fall or Spring 2016-2017	Sign-in sheets + agenda: Comparison in the addition of parents taking part in SAC, PIP committee and PTO activities.
2	Florida's academic content standards	Teachers	Gain support of parents through their gained knowledge of where their child is academically	Once at each school	Sign-in sheets documents by teachers. Increase information getting to parents concerning pre and post test plus quarterly assessments. Comments related to the academic content areas as provided via parent surveys.
3	Reading coaches will offer parents literacy training and training in the use of technology to enhance parents' capacity to work with their children	Reading coach + teachers	Increase reading opportunities with parents	Beginning in September, 2016	Documentation from classroom teachers. Additional meetings for follow-up with parents on the success of the home reading program. Increase in the number of parents participating in literacy trainings provided. ie. The FCSD will have teacher-parent nights for the training of parents in helping their child/children in reading. There will be two training sessions one the first semester and one the second. The FCSD will have Title gr

4	Ensure that information related to the school and parent programs, meetings, and other activities	Guidance	Ensures that ESOL students' parents are informed in a language they understand	September, 2016	Copies of letters distributed; results of parent surveys in which information provided is identified.
5	Support of schools	Nick O'Grady	District will be proactive in support of schools implementation of their individual plans	Summer 2016	Sign in sheets agendas
6	Development of Portal for parent involvement	Technology department/Kevin Ward	Makes communication more accessible for parents	Summer 2016	Number of hits on the site
7	Franklin County outreach Program	Nina Marks/Nick O'Grady	HIPPY Program, FSU Spanish Internship, Employers allowing employees to volunteer at the schools during the work day for an hour, set-up appropriate communication for parents to receive notices of meetings,, activities, and open communications with school administration, teachers, district employees	Fall 2016	Number of hits on site, sign-in sheets, activities attended, number of parent teacher meetings, number of activities attended and the end-of-year survey's completed.
8	Promote perfect attendance on a nine week basis and end of year 2016-2017	Nick O'Grady	Get parents involved in increasing students attending school on a regular basis. Quarterly awards for students with perfect attendance per quarter.	Fall 2016 thru Soring 2017	Number of students receiving awards for perfect attendance

Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Involvement Overview	Director of Curriculum and school principal	Better parent involvement, better student academic performance	Professional development begins in August, ongoing	Agendas, sign-in sheets PAEC
2	Making parents partners with their children's reading	Elementary and middle school deans	Teachers learn to teach parents how to read with their child and support reading	Begins in August 2016, ongoing	Begins in August, ongoing One day was set aside for parents to meet with teachers, October 22, 2012.

			assignments		These meetings were individual teachers and parent conferences which addressed all aspects of the students' academic achievement and assessments taken to date.
3	Parent programs	Principal	Sets up program's which specific address student academic areas of interest. ie Understand the new testing system	Begins in August 2016, ongoing	Begins in August, ongoing. At the beginning of school teachers have parent involvement training.
4	Parent Involvement	Director of Curriculum	Developed action plans that included getting parents involved with the academics of their children	First meeting September, 2016	Agendas, sign-in sheets; teacher, parent reports; student achievement
5	Grade-level training programs designed to increase "positive" contact with parents and volunteers	Principal and school deans	More teachers more proactive in contacting parents on a regular basis	September, 2016, ongoing	Agendas, sign-in sheets, teacher checklists
6	PD for teachers/administrators in identification of homeless students and families	Homeless liaison & guidance department	Increase awareness of teachers in helping needed students	Fourth quarter 2017, first quarter 2015	Agendas. sign-sheets

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: A. The school district will, with the assistance of its schools, provide materials and training to help parents (including parents with limited English proficiency and/or disabilities, and parents of migratory children)work with their children to improve their children's academic achievement. Assistance will include, but will not be limited to, such things as literacy training and uses of technology.

· Each school site and facility will offer parent workshops and will provide parents with literature, materials that they may check out, web based resources, etc., along with appropriate assistance. In addition, each parent will be assisted by school staff in the development of Title I "Contracts" that will be signed by the parent and teacher.

· Each school provides Family Reading Nights, during which parents and children read together and then complete the appropriate AR or RC reading assessment for books that have been read.

B. The school district will educate its entire school staff on ways to communicate and work effectively with parents as equal partners, and on ways to coordinate parent programs between parents and schools.

· Each staff member is required to develop an individual Professional Learning Plan for his or her use during the year. Parent communication skill development is expected to be part of every plan, and school and district leadership will monitor and evaluate plans during the year.

C. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents As Teachers program, and public preschool and other programs, as well as conducting other activities, including operating parent resource centers, to encourage and support parents in the education of their children, by:

· Our district's Head Start Programs. There is collaboration among these programs and our other school programs (many of which have Title funding). At monthly principal meetings, the Title programs are reviewed and the implementation is monitored. Principals and district staff use collaboration between the programs to meet the needs of students and close the achievement gap.

· In addition, local business groups, county government, and local law enforcement agencies provide a wide range of services to assist all of our schools and the students they serve. Local business supports the education and extracurricular programs in the schools through donations and participation in school events. Local government supports the schools through programs, special events, speakers, and onsite visits. Law enforcement provides resource

officers, programs, and events for students. These collaborative efforts provide a positive learning environment and increase student academic achievement.

D. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is communicated to parents of participating children in an understandable format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

· student and program outcome measures will be reported to school board members, administrators, faculty, community, and parents through annual reports published in the local news media and on the district website, quarterly newsletters, quarterly meetings of the School Advisory Council, SPARS, the annual district Report, and at principals' meetings and PTO meetings. In addition, such information will be in the parent's home language if at all feasible. The principal will monitor student population and parent need to assure that the district has available staff member(s) proficient in Spanish to aid in translation as needed.

Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)]. Check here if the LEA does not plan to implement the discretionary parental involvement activities. Check all activities the LEA plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];	Provide support to each school in the development of PIP plan and the implementation of activities	Nick O'Grady, District	Helps make parents aware of testing dates and ways to motivate their child.	October 2016 - ongoing
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];	Parent outreach activities	Nick O'Grady/District	Teachers and parents become more confident interacting with each other; therefore, enhancing communication which benefits the students	October. 2016 - quarterly
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; - 5	Nick O'Grady/District	Opportunities for more parents to get involved	October. 2016 - ongoing
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Professional development will be offered to support the completion and us e of the parent surveys. of interest	Nick O'Grady/District	Surveys show that parents have interest in helping their children grow academically	October 2016- ongoing
5	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in	Increase # of parents elected to SAC committees	Nick O'Grady/District	More parent involvement gives the schools opportunities to reach more	October. 2016 - ongoing

	Title I, Part A programs [Section 1118(e)(12)]; and			students in more ways	
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Interaction of school personnel in local activities, associations and county promotions.	Nick O'Grady/District	Support outside the schools allows students to learn the importance of education.	October. 2016 - ongoing

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The district held title grant meetings at each school for parents during 2016-2017.	4	75	Increased interest of parents in testing
2	The district will support activities at each school during the 2016-2017 school year.	4	100	impacted by the support of parents in helping their children with homework & communicating with teachers
3	PTO-	10	7	Increased interest in student academic opportunities
4	SAC	10	5	Supported parent involvement and increasing rigor in the classroom.

Staff Training Summary

Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Teachers professional development at weekly meetings to aide parents in understanding FI. Standards	4	35	moderate, teachers became more aware of their students home situations and communication with parents increased.
2	Establish professional development for parents to aide their disable children with their academic.	5	41	Teachers and parents become more confident interacting with each other; therefore, enhancing communication which benefits the students

Private School Summary

Provide a summary of the parental involvement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)]
X Not Applicable

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	High unemployment is causing high level of stress/less attendance at school programs	Free suppers at school, more communication with parents
2	Meeting times are an issue, many parents work long hours and are too tired to attend an evening meeting/program	Set alternative meeting dates and times and increase meetings
3	Lack of interest on the part of parents to attend meetings	Have shorter meetings and consider meetings at three different sites in the county

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice. (Optional)

count	Content/Purpose	Description of the Activity

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: October 31, 2016

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

The State of Florida General Records Schedule establishes the retention for public records. The retention for Personnel Records is 25 fiscal years after separation or termination of employment. The retention for Student Records is permanent. Many of the current records in Franklin County School District are becoming quite fragile.

The Human Resources Office currently houses inactive student and personnel files in 74 filing cabinets which are all full. We also house an extensive amount of boxes filled with inactive student records for which there is no space in the cabinets. The process to locate files and documents within files is very time consuming.

The current physical location is a significant risk during severe weather. Moving to electronic storage of archived records would decrease the damage to records from excessive handling, and maintain physical security of the documents through electronic storage at different locations nationwide. Electronic storage would also allow for faster retrieval of documents, and return valuable storage space to the district which could be used for future office space.

Yellow Folder (a company which specializes in school records) is on the approved state bid list to provide these services and has partnered with PAEC to provide discounts to member districts. Originally, the intent was to begin with the student records first and process the personnel records at a later date. However, they have a minimum pick up of 100 boxes so to process the personnel records later would require us to pack all of those records and pay for insured shipment if we did not process them at the same time.

I recommend the Board approve the attached quotes and purchase order to begin the transition to electronic storage of these vital student and personnel records.

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

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

SERVICE PROCEDURES
YELLOW FOLDER, LLC

Yellow Folder, LLC, a Texas limited liability company ("YellowFolder") is a full service provider of document management services to K-12 school systems throughout the United States. YellowFolder divides its services into two separate classes. The first, referred to herein as "Physical Records Services", includes all services related to the management of a customers' hard-copy paper and other physical records ("Physical Records"). The second, referred to herein as "Cloud Services" includes all services related to the management of a customers' digital records on the YellowFolder electronic record management ("ERM") system.

YellowFolder enters into a Master Services Agreement with each of its customers which references and incorporates these Service Procedures. YellowFolder signs a Proposal with each customer that details the specific services to be provided by YellowFolder. The purpose of this service procedures document (the "Services Procedures") is to describe and detail each of the YellowFolder services listed on such Proposals, YellowFolder's obligations and responsibilities with respect to such services, and the responsibilities of the customer receiving such services. YellowFolder will only provide the described service if such service is explicitly listed on a valid Proposal signed by the customer and YellowFolder. YellowFolder shall have no obligation or responsibility to provide services in excess of the description of such services below.

YellowFolder maintains a copy of the Service Procedures on its website (www.yellowfolder.com) and reserves the right to modify and amend the Service Procedures from time to time at its sole discretion. ALL TERMS AND CONDITIONS OF THE APPLICABLE MASTER SERVICES AGREEMENT SHALL APPLY TO THE PROVISION OF THESE SERVICES.

YellowFolder provides services for four (4) separate types of records for its customers: Student Records, Special Education Records, Human Resource Records, and Administrative Records. Each of these types of records is referred to as a "Record Series" herein. "Student Records" includes all records related to individual students' academic and administrative standing within the school system. "Special Education Records" includes all records related to the provision of services to individual special needs students within the school system. "Human Resource Records" includes all records related to the hiring, administration and termination of individual staff members' within the school system, including individual payroll and benefits records. "Administrative Records" includes all other records kept by a school system, including system-wide records involving student, special education or human resource information. Each Proposal references a specific Record Series, YellowFolder will only provide the contracted services with respect to the contracted Record Series, and the Service Procedures may be applied differently for each Record Series, as described below.

LEVEL OF SERVICE

YellowFolder will provide the following Level of Service to every customer signing a Proposal, provided that the customer complies with all of its responsibilities as provided below.

Dedicated Account Manager
Each customer will be assigned a dedicated Account Manager from YellowFolder. The Account Manager will be a full-time employee of YellowFolder and will be the customer's primary liaison with YellowFolder. The Account Manager will be responsible for making sure that all of the services (as applicable) described in these Service Procedures are provided to customer on a timely and satisfactory basis.

Support Hours
The Account Manager and YellowFolder's customer support center will be open every weekday (other than nationally-recognized holidays) from 7am – 5pm Central Standard Time). Customer can contact their Account Manager and/or customer support via phone, text message or email. YellowFolder will respond to all calls, texts and emails within 24 hours or receipt, or during the next business day (if received on a weekend or holiday).

Scope of Service
The Account Manager and YellowFolder's customer support center is available on an unlimited basis (within commercially reasonable limits) to customer, and is included for no additional charge to the customer. The scope of services provided by the Account Manager and the customer support center include general system set-up, training (described in further detail below), Physical Record retrieval (described in further detail below), and generalized assistance regarding the YellowFolder system and its use by customer. The scope of included services does not include, without limitation, sophisticated network or network security planning, internal recordkeeping procedures of customer, on-line record retrieval, or extensive on-line record restructuring/relocation. The Account Manager will notify customer, in advance, if its request(s) exceed the scope of the services included herein. In such cases, YellowFolder will provide additional support services to customer at a rate of $85.00 per hour.

Training
YellowFolder activity encourages that all customer staff be trained on the use of the YellowFolder system. YellowFolder includes one, four-hour, on-site training session for every Record Series contracted by customer. This training session will be conducted by the Account Manager, will take place at a site of the customer's choosing, and will be open to an unlimited number of customer's staff; provided that customer will be responsible for supplying the location, a projector, and computers and internet access for all participants.

The Account Manager will provide follow up virtual training session(s) over the Internet as requested (within commercially reasonable limits) to customer's staff. YellowFolder will provide additional on-site training sessions at customer's request at the rate of $85.00 per hour plus travel costs.

Physical Record Retrieval
YellowFolder will provide Physical Record retrieval service on a complimentary basis (during the period described in *General Indexing of Physical Records, below*); provided that the customer requests a commercially reasonable number of records during the period. YellowFolder will notify the customer if it begins to exceed a commercially reasonable number of requests, and reserves the right to charge customer a service fee of $85.00 per hour to process each such request, following such notification.

CLOUD SERVICES

Cloud System – Initial Set Up

YellowFolder will perform all set up services required to establish the customer's Digitized Records on the YellowFolder ERM system. This process includes three separate elements, including file architecture setup, access set up, and retention set up. Together these steps for a process YellowFolder refers to as the **F**ile **A**rchitecture, **A**ccess, and **R**etention **P**lan, or "FAARP". Each element of the FAARP is described below.

YellowFolder will not proceed with the provision of any other services for the customer until it receives a signed FAARP for the applicable Record Series from the customer. By default, YellowFolder will proceed with setting up the "best practice" FAARP on the ERM System.

A. File Architecture Set-Up

YellowFolder will provide the customer with a "best practice" file architecture for the Record Series. At the customer's request, YellowFolder will work with the customer to modify the "best practice" file architecture to generate a customized file architecture for the customer on the YellowFolder ERM system. For all Record Series other than Administrative Records, YellowFolder requires the customer to provide a database of its students (for Student Records and Special Education Records) or staff (for Human Resource Records) for its "Active" Records. YellowFolder refers to this database as the "Container Database".

YellowFolder uses the Container Database to create an individual file architecture for each *Active* student or *Active* staff (as applicable) on the YellowFolder ERM system. YellowFolder strongly encourages the customer to provide YellowFolder with an updated Container Database on a regular, repeating basis – preferably on a daily basis. When new names appear on the updated Container Database, YellowFolder will automatically add such students or staff (as applicable) to the YellowFolder ERM system and will create additional individual file architectures for such persons when a new document is uploaded. When names disappear from the updated Container Database, YellowFolder will automatically move such students or staff (as applicable) to "Archive" status on the YellowFolder ERM system and will automatically apply document retention rules to all Digital Records related to such persons.

A failure by customer to provide YellowFolder with a daily updated Container Database will significantly limit the effectiveness of the YellowFolder ERM system.

B. Access Set-Up

YellowFolder will work with the customer to create a set of "Roles" for the customer's staff (e.g., District Administrator, Campus Administrator, Teacher, SPED Teacher, HR Staff, etc.). YellowFolder will also work with the customer to assign Role access rules for each document type identified in the customer's file architecture (e.g., no access, read-only access, etc.).

YellowFolder requires the customer to provide a database of its staff members. YellowFolder refers to this database as the "Access Database". The Access Database will include the designation of a Role for each staff member that customer desires to have any access to the YellowFolder ERM system. YellowFolder uses the Access Database to create an individual username and password to the YellowFolder ERM system for each staff member with a designated Role. This username and password will allow the staff member to access the YellowFolder ERM system and gain access to Digital Records, as ascribed to the Role designated to the staff member.

YellowFolder strongly encourages the customer to provide YellowFolder with an updated Access Database on a regular, repeating basis – preferably on a daily basis. When new names with designated Roles appear on the updated Access Database, YellowFolder will automatically provide usernames and passwords to the YellowFolder ERM system to such persons. When names appear on the Access Database with changed Roles, YellowFolder will automatically adjust the access accorded to such person, based on the new designated Role. When names disappear from the updated Access Database, YellowFolder will automatically terminate that person's access to the YellowFolder ERM system.

A failure by customer to provide YellowFolder with daily updated Access Database will significantly limit the security and legal compliance of the YellowFolder ERM system. YellowFolder will not be responsible for making changes to the access of the YellowFolder ERM system by customer's staff other than through the receipt of an updated Access Database.

C. Retention Set-Up

YellowFolder will provide the customer with the applicable government minimum retention period required or recommended for each document type listed in the "best practice" file architecture for the Record Series. YellowFolder will then work with the customer to increase (if requested) the retention period for each document type included in the customer's customized file architecture on the YellowFolder ERM system.

YellowFolder uses the data provided by the customer's updated Container Database and/or the date data for each Digital Record captured during the OCR application process to trigger the initiation of retention periods for each document type (as applicable). A failure to receive a daily updated Container Database from the customer, or failures in the OCR application process will limit the functionality of the retention process within the YellowFolder ERM system.

D. Cloud Records Removal

The YellowFolder ERM system provides the customer with the ability to download records to local storage. YellowFolder may charge additional handling fees of $0.10 per record to remove the records with no meta-data, including delivery to the customer on an electronic storage device. YellowFolder may charge additional handling fees of $0.65 per record to remove the records with meta-data attached, including delivery to the customer on an electronic storage device.

On-Line Access of Records (per active student or staff)

YellowFolder will store the customer's Digitized Records on the YellowFolder ERM system. YellowFolder will automatically update the customer's YellowFolder ERM system when (i) YellowFolder receives an updated Container Database, (ii) YellowFolder receives an updated Access Database, or (iii) YellowFolder receives new Digital Records on behalf of the customer via the YellowFolder Droplet, Direct-Scan or Print-to-YellowFolder products. YellowFolder will have no responsibility to update the customer's YellowFolder ERM system under any other circumstances.

The customer is solely responsible for providing its own computer equipment to allow its staff to access the YellowFolder ERM system, and will be responsible for assuring that such equipment meets the minimum capability specified by YellowFolder. The customer is solely responsible for the transmission connections used by its staff to access the Internet and the YellowFolder ERM system.

Each Proposal references a quantity of active students or staff (as applicable) related to this service. This quantity is based on numbers filed by the appropriate state agency related to such customer. YellowFolder will conduct an annual review of the applicable quantity with the appropriate state agency and will increase or decrease the quantities for these services on all subsequent charges for these services.

Additional obligations and responsibilities of YellowFolder, customer and each of customer's staff members accessing the YellowFolder ERM system are included (i) in the license agreements each staff member agrees to upon initially signing onto the YellowFolder system, and (ii) in the product manuals for the YellowFolder Droplet, Direct-Scan or Print-to-YellowFolder products downloaded by the customer's staff members from time to time.

PHYSICAL RECORD SERVICES

YellowFolder will provide the following Physical Record Services, if included on a customer Proposal, and provided that the customer complies with all of its responsibilities with respect to such service, as provided below.

Existing Records Pick-Up & Conversion (per Box)

This service includes the following five elements, involving YellowFolder (A) packing customer's existing Physical Records, (B) transporting the Physical Records to the YellowFolder Record Center, (C) providing a general index of the Physical Records, (D) converting the Physical Records to Digital Record (defined below) format, and (E) destroying the Physical Records. YellowFolder will provide all labor, equipment and materials for this service other than customer's existing boxes and packing materials. Each Proposal will reference a quantity of Boxes (defined below) related to this service. If the required services exceed this quantity, a subsequent Proposal will be issued for the remaining quantities and may require a follow-up service visit at a later date.

As stated above, the customer may choose YellowFolder's "Best Practices" FAARP or complete a customized FAARP as a part of the Cloud System – Initial Set-Up service. As a part of the FAARP creation, the customer will identify each document type (e.g., transcripts, individual education plans, service contracts, check runs, etc.) to be placed in its file architecture for the applicable Record Series. The customer will also establish a retention period for each such document type. Such retention period will be identified in the FAARP. The customer must sign a finalized FAARP prior to YellowFolder undertaking the Existing Record Pick-Up and Conversion service.
Each element of this service is described below. YellowFolder will provide each element of this service, unless directed to skip such elements by the customer, or if YellowFolder is prevented from such delivery because of the Record Series involved, or due to customer's failure to provide necessary prerequisites to the service. These limitations are described in more detail below.

YellowFolder does not perform an audit of the Physical Records at any point in the process of picking-up, transporting, indexing, converting or destroying the Physical Records. YellowFolder does not verify that all appropriate records, documents or materials are included in the Physical Records. YellowFolder provides services solely with respect to the Physical Records identified by the customer to the YellowFolder staff at the time of packing. The customer retains the sole responsibility for the inclusiveness and thoroughness of its Physical Records.

YellowFolder will provide a commercially reasonable degree of care in handling, transporting and storing a customer's Boxes; provided however, that YellowFolder shall not be liable for any damage or loss of customer's Physical Records or Boxes, including without limitation, any damage or loss related to vehicular accident (regardless of cause), acts of God (including, without limitation, fire or water damage), theft, or misplacement.

A. Packing of Physical Records

YellowFolder will pack the customer's Physical Records in standard file boxes at the customer's location prior to transport to the Record Center. A standard size file box is a maximum of 1.2 cubic feet in space (10"H x 12"W x 15"L), contains a maximum 2000 pages, weighs a maximum of 25 lbs, and is defined herein as a "Box." If customer's Physical Records are already stored in boxes or other transportation containers, YellowFolder may elect to transport the Physical Records in the existing containers. In this case, YellowFolder will provide customer with a reconciliation of the number of equivalent Boxes yielded from the Physical Records. The customer will have no ability to access its Physical Records during the packing phase.

Prior to the delivery of the packing service, the customer will provide YellowFolder with instructions on where the Physical Records are stored (the "Customer Site"). Prior to the delivery of the packing service, YellowFolder will provide the customer with a date when YellowFolder will be at the Customer Site. The customer is responsible for providing YellowFolder's staff with access to the Customer Site and its Physical Records on the agreed-upon date and will provide YellowFolder with appropriate working space and conditions to complete this service. The customer is responsible for notifying its staff of YellowFolder's purpose and will authorize its staff to cooperate with YellowFolder. A failure by customer to meet these responsibilities will result in rescheduling the service, a delay in completion, and additional charges being assessed to customer for such rescheduling.

Non-Transported Physical Records

YellowFolder reserves the right to refuse to pack or transport Physical Records if YellowFolder, it its sole discretion, determines that the Physical Records are not in adequate condition for packing or transport. Conditions that may result in such a determination include, without limitation, Physical Records infested with insects or vermin, wet or damaged Physical Records, or Physical Records in fragile condition.

B. Transportation of Physical Records

YellowFolder will then transport the Boxes of Physical Records to the YellowFolder Record Center in Dallas, Texas. YellowFolder reserves the right to transport the Boxes with its own vehicles or to make arrangements for third-party transport of the Boxes. The Boxes will arrive at the YellowFolder Record Center within two weeks from the date of departure at the Customer Site. The customer will have no ability to access its Physical Records during the transportation phase.

C. General Indexing of Physical Records

YellowFolder will perform a general index of the contents of each Box, including the assigned Box number, a description of the Box contents, and the general year or alphabetical reference of the included records. This index will be used internally by YellowFolder for reference purposes. The Boxes will start the general indexing process within two business days following the date that all Boxes arrive at the YellowFolder Record Center. The customer will have limited ability to access its Physical Records during the general indexing phase.

Following the completion of the general indexing process and until the Physical Records are uploaded onto the YellowFolder ERM system, the customer will be able to contact YellowFolder (via the YellowFolder website or by calling the YellowFolder help desk) to search and retrieve individual Physical Records. Using the general index, YellowFolder will search the Boxes, retrieve the specified Physical Record (if found), copy the Physical Record, and deliver it to the customer via electronic mail. Customer will be required to specify to YellowFolder which of its staff shall have access to Physical Record retrieval service. YellowFolder will not provide Physical Record retrieval service to any persons not so specified by the customer. All persons so specified will have access to all of the Physical Records.

YellowFolder will provide Physical Record retrieval service on a complimentary basis (during the period described above); provided that the customer requests a commercially reasonable number of records during the period. YellowFolder will notify the customer if it begins to exceed a commercially reasonable number of requests, and reserves the right to charge customer a service fee of $85.00 per hour to process each such request, following such notification.

D. Converting the Physical Records to Digital Record Format

The conversion of Physical Records to Digital Record Format involves four separate processes (document preparation, digitization, OCR application, and meta-tagging and uploading). Each separate process is described below.

1. Document Preparation. YellowFolder will prepare a customer's Physical Records for the imaging process by removing staples, paperclips, binders, or any other type of fastening device. This process is referred to as "document preparation". All Physical Records will be removed from their categorization folders during document preparation. All Physical Records contained in pamphlets, books or binders will be removed from their bindings during document preparation.

YellowFolder will not reassemble the Physical Records following the conversion process. All Physical Records will be retained in loose paper format in the Boxes following the imaging process. If the customer requests the return of any of its Physical Records following the conversion process, the Physical Records will be returned in this loose paper format.

2. Digitization. Following document preparation, YellowFolder will digitize all of the standard and qualified Physical Records by feeding such Physical Records through an automatic document feeder and scanning system. This process is referred to as "digitization".

Active Records: During this process each Physical Record will be separated at the document level (as opposed to folder level or page level) and will be converted into a digital file saved in pdf format at a resolution of 300 dpi. Each such pdf file is referred to herein as a "Digital Record". Following scanning, YellowFolder will pack the digitized Physical Records, in loose paper format, in "Digitized Physical Record Boxes". YellowFolder will store the Digitized Physical Record Boxes in the YellowFolder Record Center until YellowFolder destroys the Physical Records as more fully described below.

Archive Records: Digitization of Archive (Inactive) Records will not be separated at the document level, as described for Active Records, and will be converted at a Box level, as one (1) Digital Record per box, at a resolution of 300 dpi. Following scanning, YellowFolder will pack the digitized Physical Records, in loose paper format, in "Digitized Physical Record Boxes". YellowFolder will store the Digitized Physical Record Boxes in the YellowFolder Record Center until YellowFolder destroys the Physical Records as more fully described below.

YellowFolder will not digitize Non-Standard Physical Records (defined below) or Non-Qualified Physical Records (defined below) as a part of the standard Existing Records Pick-Up & Conversion services.

Non-Standard Physical Records

"Non-Standard Physical Records" include the following types of Physical Records:

- *Microfilm / Microfiche*: YellowFolder charges an additional fee of $0.06 per image to convert microfilm or microfiche Physical Records to Digital Records.
- *Oversized Physical Records*: YellowFolder charges an additional fee of $4.00 per image to convert oversized Physical Records to Digital Records. A Physical Record is considered oversized if it exceeds 11" by 17" in size, per page, and typically includes, without limitation, documents such as building and construction drawings, general ledgers and tax rolls.
- *Bound Physical Records*: YellowFolder may charge additional handling fees of $85.00 per hour to provide document preparation for bound documents. Bound Physical Records contained in books, binders pamphlets, or other Physical Records bound with glue or factory-prepared materials.
- *Difficult Documents*: YellowFolder may charge additional handling fees of $85.00 per hour to provide for additional time spent on documents that provide difficulty in the conversion process. Difficult documents typically include, without limitation, hand written documents, documents printed on fragile or onion-skin paper, loose envelopes, loose receipts, paper with photos attached, or paper with post-it notes attached.
- *Unorganized Boxes*: YellowFolder may charge additional handling fees of $85.00 per hour to provide for additional document preparation time spent on documents with no apparent organization whatsoever. This includes situations where YellowFolder receives Boxes with documents thrown into the box in no folder containers or other organized structure.

If YellowFolder discovers Non-Standard Physical Records in the Boxes during the conversion process, (1) YellowFolder will place the items in a Non-Standard Physical Record Box, (2) will place the Non-Standard Physical Record Box in the YellowFolder Record Center, and (3) will notify the customer of the discovery of the Non-Standard Physical Records. Upon notification, the customer will be given the option of signing an additional Proposal to (A) pay additional fees to complete the process of converting the Non-Standard Physical Records to Digital Record format; (B) store the Non-Standard

Physical Record Boxes on a long-term basis at the YellowFolder Record Center; or (C) transport the Non-Standard Physical Record Boxes back to the Customer Site.

On the Purge Date (defined below), if the customer has not signed an additional Proposal related to the Non-Standard Physical Records, YellowFolder will transport the Non-Standard Physical Record Boxes back to the Customer Site and will invoice the customer for such services at YellowFolder's standard rates for such service.

Non-Qualified Physical Records
"Non-Qualified Physical Records" include the following Physical Records:

- *Documents Not Identified in Customer's File Architecture*: This includes any document that is contained in the Physical Records but does not match a document type in customer's file architecture in the FAARP. Accordingly, the Physical Record is deemed a document type that customer has chosen not to retain as part of its digital records. *By way of example only, this may include student worksheets, student photos, etc. where the customer has not added these documents in its cumulative file architecture in the FAARP for each student.*

- *"Out-of-Date" Documents*: This includes any document that is contained in the Physical Records that matches a document type in customer's file architecture, where the date of the Physical Record exceeds the retention period established by the customer for the document type in its FAARP. Accordingly, the Physical Record is deemed as an "out-of-date" document that customer has chosen not to retain as part of its digital records. *By way of example only, this may include student report cards for student's that graduated 5+ years ago where the customer has set a retention period of five (5) years for all report cards in its cumulative file architecture in the FAARP for each student.*

If YellowFolder discovers Non-Qualified Physical Records in the Boxes during the conversion process, (1) YellowFolder will place the items in a Non-Qualified Physical Record Box, (2) will place the Non-Qualified Physical Record Box in the YellowFolder Record Center, and (3) will notify the customer of the discovery of the Non-Qualified Physical Records. Upon notification, the customer will be given the option of signing an additional Proposal to (A) store the Non-Qualified Physical Record Boxes on a long-term basis at the YellowFolder Record Center; or (B) transport the Non-Qualified Physical Record Boxes back to the Customer Site.

On the Purge Date, if the customer has not signed an additional Proposal related to the Non-Qualified Physical Record Boxes to the Customer Site, YellowFolder will destroy the Non-Qualified Physical Records as a part of the Certified Destruction Phase, below.

3. OCR Application. YellowFolder then streams each Digital Record through a computerized Optical Character Recognition (OCR) process whereby each character image in the text of the underlying pdf file is analyzed and translated into ASCII character codes commonly used in data processing. This is the "OCR application" process. Upon completion and upload, this will allow each Digital Record to be searched by its text content in the YellowFolder ERM system.

The OCR process will not identify poor quality images or handwritten characters, and thus handwritten text is not searchable in the YellowFolder ERM system. The OCR process may not identify every character in the pdf file or it may misidentify characters. The search capability of the YellowFolder ERM system will be compromised by each such failure and misidentification.

4. Meta-Tagging & Uploading
For all Record Series other than Administrative Records, YellowFolder requires the customer to provide a database (CSV files) of its students (for Student Records and Special Education Records) or staff (for Human Resource Records) as a part of the Cloud System – Initial Set-Up service. YellowFolder refers to this database as the "Container Database".

YellowFolder uses the data gathered from the OCR application process to determine (i) the person to whom the Digital Record applies (e.g., the student or the staff member) (the "Container"); (ii) the document type of the Digital Record (e.g., transcript, etc.), and (ii) the date of the Digital Record. Together, these data points are referred to herein as the "OCR Document Data". YellowFolder uses the Container Database to match the Container to a student or staff member within the school system. When a match is found, YellowFolder combines the OCR Document Data with the Container Database date regarding the individual student or staff member, and attaches all of this data to the Digital Record as "meta-data." This process is referred to as "meta-tagging."

YellowFolder uses the meta-data to upload (or place) the Digital Record in the proper location within the YellowFolder ERM system, and to organize the Digital Records on the YellowFolder ERM system. YellowFolder uses the meta-data to create an individual file structure for each student or staff member (as applicable) and stores the individual Digital Records on the YellowFolder ERM system by document type within the file structure. *By way of example only, for a specific Digital Record, if (i) the OCR Document Data returns that the student's name is John Doe and that the Digital Record is a transcript, and (ii) the Container Database includes a student with the name John Doe, YellowFolder uses this combined meta-data to create an individual Student Record file structure for John Doe and to place the Digital Record in John Doe's Student Record file under the "Transcripts" folder, inside the YellowFolder ERM system*. This process is referred to as "uploading."

For all Record Series other than Administrative Records, the customer must provide a Container Database to receive meta-tagging services. If the customer does not provide a Container Database, YellowFolder cannot properly apply meta-data to the Digital Records, and YellowFolder cannot upload the Digital Record to the YellowFolder EMR system in the manner described above.

Meta-tagging & Uploading when a Container Database is not available:
On some occasions, a customer is unable to provide a Container Database, or is unable to provide a complete Container Database. This typically occurs with Student Records and Human Resource Records, when the customer is unable to provide a Container Database for its older (archived) students or staff members (i.e., those graduating, withdrawing or retiring in years prior to the advent of digitized management databases). YellowFolder offers the following options in these situations:

- *Customer Build*: Customers are often able to manually construct a Container Database by compiling their Physical Records. *By way of example only, Student Record Container Databases can be built by compiling class yearbooks, exit exam rosters, or attendance records; and*

Human Resource Container Databases can be built by compiling payroll or benefits records. Upon request, YellowFolder will provide consulting services at a rate of $85.00 per hour to assist the customer in this process.

- *YellowFolder Build*: YellowFolder can manually construct a Container Database by data-entry and/or compiling the OCR Document Data. YellowFolder charges an additional fee of $2.00 per Container name (i.e., student name or staff name, as applicable) to manually construct a Container Database in this manner. The customer must request this service from YellowFolder prior to the initiation of the document preparation process, by signing an additional Proposal with YellowFolder.

- *No Container Database*: In the event that (i) a Container Database does not exist or only a partial Container Database exists and (ii) YellowFolder is not engaged by the customer to create a Container Database, YellowFolder will undertake the following alternative conversion process for all students or staff not identified on a Container Database:
    - YellowFolder will provide document preparation to the entire Physical Record as described in the standard process above.
    - YellowFolder will digitize the entire student or staff Physical Record (as applicable) as one Digital Record (i.e., separate pdf files will not exist for each document type, rather, the entire Physical Record for each student or staff will be combined as one pdf file).
    - YellowFolder will stream the Digital Record through the OCR application process. This will allow each such Digital Record to be searched by its text content in the YellowFolder ERM system.
    - YellowFolder will not complete the meta-tagging process on the Digital Record and no meta-data will be attached to the Digital Record.
    - YellowFolder will use the general index to manually create a series of alphabetical or year-based sub-folders in the YellowFolder ERM system. YellowFolder will then manually upload the Digital Record to the YellowFolder ERM system, placing the Digital Record in the appropriate alphabetical or year-based sub-folder. *By way of example only, if the customer's Human Resource Records are indexed by alphabet, YellowFolder will create a series of sub-folders from "A" to "Z" and will manually file all Digital Records for staff with last names starting with "A" in the "A" folder, and so on. Whereas, if the customer's Student Records are indexed by graduation year, YellowFolder will create a series of sub-folders for each applicable graduation year, and will manually file students graduating in 1988 in the "1988" folder, and so on.*
    - At a box level, if less than 75% of the content can be recognized in the customer provided CSV data file, YellowFolder will apply the "A-to-Z" or "By Year" methodology stated above.
    - Upon completion, the customer will be able to search for the Digital Record by its text content in the YellowFolder ERM system.

Meta-tagging & Uploading when the OCR Document Data is compromised:

If the OCR Document Data is compromised (see the OCR Application process, above), YellowFolder may not be able to identify necessary data to complete the meta-tagging and uploading process.

- If YellowFolder is unable to identify the document type of the Digital Record, YellowFolder will place the Digital Record in a "miscellaneous" folder within the individual student or staff's file structure on the YellowFolder ERM system.
- If YellowFolder is unable to identify the Container of the Digital Record, YellowFolder will place the Digital Record in a "miscellaneous" folder with the overall Record Series for the customer on the YellowFolder ERM system.
- YellowFolder uses the most advanced technology commercially available and strives to reduce the number of "miscellaneous" filings for each customer; however, a material number of such filings will occur throughout the conversion process.

Meta-tagging & Uploading for Administrative Records:

YellowFolder employs an alternative conversion process for Administrative Records. The differences in this process from the standard process described above are detailed below:

- YellowFolder will provide document preparation to the entire Administrative Physical Record as described in the standard process above.
- YellowFolder will digitize the entire Administrative Physical Record as described in the standard process above, creating a Digital Record for each document type.
- YellowFolder will stream the Digital Record through the OCR application process. This will allow each such Digital Record to be searched by its text content in the YellowFolder ERM system.
- The concept of a container database does not apply to Administrative Records. Therefore, YellowFolder will not complete the meta-tagging process on Administrative Digital Records and no meta-data will be attached to an Administrative Digital Record.
- YellowFolder will use the general index to manually upload Digital Records to the YellowFolder ERM system. YellowFolder will upload the Digital Records in the deepest level of the file architecture as permitted by the general index information. *By way of example only, assume the customer established a file architecture of Accounting - Accounts Payable - Individual Vendors. If the general index (determined by the customer's Boxes) identifies the individual vendors of the customer, YellowFolder will upload the Digital Records into the "Individual Vendor" files on the YellowFolder ERM system. However, if the general index (determined by the customer's Boxes) only identifies the Physical Records as "accounts payable," YellowFolder will upload the Digital Records into a miscellaneous folder within the "Accounts Payable" file on the YellowFolder ERM system.*
- Upon completion, the customer will be able to search for the Digital Record by its text content in the YellowFolder ERM system.

E. Destroying the Physical Records

Following the digitization process, YellowFolder will repack all of the customers Physical Records, in loose paper format in Boxes with one of three categorizations (Digitized Physical Record Boxes, Non-Standard Physical Record Boxes, and Non-Qualified Physical Record Boxes). YellowFolder will store each of these Boxes in the YellowFolder Record Center for a period of ninety (90) calendar days following the completion of the conversion process, described above. On this date, known herein as the "Purge Date", YellowFolder will initiate the process of purging the Physical Records. This process is different for each of the categories of Boxes:

- *Digitized Physical Record Boxes*: YellowFolder will permanently destroy the Physical Records contained in Digitized Physical Record Boxes on the Purge Date. YellowFolder will provide the customer with a certified destruction certificate notifying the customer that these Physical Records were appropriately destroyed.
    - If the customer desires to retain the Physical Records contained in the Digitized Physical Records, the customer must sign an additional Proposal with YellowFolder prior to the Purge Date to (A) store the Digitized Physical Record Boxes on a long-term basis at the YellowFolder Record Center; or (B) transport the Digitized Physical Record Boxes back to the Customer Site. YellowFolder may charge additional handling fees of $14.00 per box to provide all labor, equipment and materials for this service.

- *Non-Qualified Physical Record Boxes*: YellowFolder will permanently destroy the Physical Records contained in Non-Qualified Physical Record Boxes on the Purge Date. YellowFolder will provide the customer with a certified destruction certificate notifying the customer that these Physical Records were appropriately destroyed.
    - If the customer desires to retain the Physical Records contained in the Non-Qualified Physical Records, the customer must sign an additional Proposal with YellowFolder prior to the Purge Date to (A) store the Non-Qualified Physical Record Boxes on a long-term basis at the YellowFolder Record Center; or (B) transport the Non-Qualified Physical Record Boxes back to the Customer Site. YellowFolder may charge additional handling fees of $14.00 per box to provide all labor, equipment and materials for this service.

- *Non-Standard Physical Record Boxes*: YellowFolder will transport the Non-Standard Physical Record Boxes back to the Customer Site on the Purge Date, and will invoice the customer for such services at YellowFolder's standard rates for such service.
    - If the customer desires to avoid the transport of the Non-Standard Physical Record Boxes back to the Customer Site, the customer must sign an additional Proposal with YellowFolder prior to the Purge Date to (A) pay additional fees to complete the process of converting the Non-Standard Physical Records to Digital Record format; or (B) store the Non-Standard Physical Record Boxes on a long-term basis at the YellowFolder Record Center.

Box Storage (per Box)

YellowFolder will store the customer's Boxes in shelved racking in the YellowFolder Record Center. The YellowFolder Record Center is secured via access control and intrusion alarm technology. The YellowFolder Record Center is a climate-controlled facility. YellowFolder will provide all labor, equipment and materials for this service. The Proposal will reference a quantity of Boxes related to this service. If the required services exceed this quantity, a subsequent Proposal will be issued for the remaining quantities.

The customer will be able to contact YellowFolder (via the YellowFolder website or by calling the YellowFolder help desk) to search and retrieve individual Physical Records contained in the stored Boxes. YellowFolder will search the Boxes, retrieve the specified Physical Record (if found), copy the Physical Record, and deliver it to the customer via electronic mail. Customer will be required to specify to YellowFolder which of its staff shall have access to Physical Record retrieval service. YellowFolder will not provide Physical Record retrieval service to any persons not so specified by the customer. All persons so specified will have access to all of customer's Physical Records stored in the Boxes. Unless otherwise specified in a written agreement the customer, YellowFolder will charge customer a service fee of $85.00 per hour to process each such request.

YellowFolder will provide a commercially reasonable degree of care in handling, transporting and storing a customer's Boxes; provided however, that YellowFolder shall not be liable for any damage or loss of customer's Physical Records or Boxes, including without limitation, any damage or loss related to acts of God (including, without limitation, fire or water damage), theft, or misplacement.

With respect to each stored Box, the customer agrees to pay YellowFolder the monthly or annual storage fee referenced in the Proposal related to the provision of this service, until the customer provides YellowFolder with a subsequent Proposal to (A) destroy such Boxes; or (B) transport such Boxes back to the Customer Site.

Certified Record Destruction (per Box)

On an annual basis, YellowFolder will provide a proposal to the customer detailing all stored Boxes in the YellowFolder Record System that are eligible for destruction. .Upon receiving customer's signature on such a Proposal, YellowFolder will permanently destroy the Physical Records contained in referenced Boxes. YellowFolder will provide the customer with a certified destruction certificate notifying the customer that these Physical Records were appropriately destroyed. YellowFolder may charge additional handling fees of $9.00 per box to provide all labor, equipment and materials for this service.

Return of Stored Boxes (per Box)

YellowFolder will transport the referenced customer Boxes to the Customer Site. YellowFolder reserves the right to transport the Boxes with its own vehicles or to make arrangements for third-party transport of the Boxes. The Boxes will arrive at the Customer Site within two weeks from the date of departure at the YellowFolder Record Center. The customer will have no ability to access its Physical Records during the transportation process. YellowFolder may charge additional handling fees of $14.00 per box to provide all labor, equipment and materials for this service. An alternative option is available for Customer pick up at YellowFolder's dock door. YellowFolder may charge additional handling fees of $6.00 per box to pull the boxes from the YellowFolder record center and to make them available for pick up at YellowFolder's dock door.

The customer is responsible for providing YellowFolder's staff with access to the Customer Site on the date of delivery of the Boxes, and will provide YellowFolder with appropriate working space and conditions to complete this service. The customer is responsible for notifying its staff of YellowFolder's purpose and will authorize its staff to cooperate with YellowFolder. A failure by customer to meet these responsibilities will result in rescheduling the service, a delay in completion, and additional charges being assessed to customer for such rescheduling.

YellowFolder will provide a commercially reasonable degree of care in handling and transporting the Boxes; provided however, that YellowFolder shall not be liable for any damage or loss of customer's Physical Records, including without limitation, any damage or loss related to vehicular accidents (regardless of cause) acts of God, theft, or misplacement.

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

MASTER SERVICES AGREEMENT FOR RECORDS MANAGEMENT SERVICES

This Master Services Agreement ("MSA") is entered into by Franklin County School District ("Customer") located in Florida ("State") and Yellow Folder, LLC, a Texas limited liability company ("YellowFolder"), effective _____, 2016.

YellowFolder provides records management services to its customers, including packing, transporting, indexing, storing and destruction of paper and other physical records ("Physical Records"); digitizing Physical Records through proprietary scanning and coding processes ("Digitized Records" and together with the Physical Records, the "Records")); storing and destruction of Digitized Records on the YellowFolder electronic record management (ERM) system and configuring the YellowFolder ERM for such use by its customers; and other activities related to such services. Customer wishes to obtain the specified services from YellowFolder as listed on the proposal(s) attached to this MSA in Appendix A (each a "Proposal"). The Parties agree to amend Appendix A from time to time with additional Proposals, as such Proposals are signed by the Parties hereto.

THE TERMS AND CONDITIONS ATTACHED HERETO ARE INCORPORATED HEREIN AND ARE A PART OF THIS MASTER SERVICES AGREEMENT.

The parties hereby agree to the terms of this MSA by signing below. Proposals shall not be binding upon YellowFolder until signed by YellowFolder's Chief Operating Officer.

CUSTOMER SIGNATURE

By:_____ Title:_____

Name:_____ Date:_____

YELLOWFOLDER SIGNATURE

By:_____ Date:_____
Michael Nilsson, Chief Operating Officer

TERMS AND CONDITIONS

1. **YellowFolder Services**. YellowFolder shall provide the specific service(s) indicated on each Proposal (the "Services"). YellowFolder's Service Guidelines and Procedures (the "Service Procedures") contain (1) a definition of each of the Services, (2) YellowFolder's responsibilities with respect to the provision of each Service; and (3) Customer's responsibilities for each Service. YellowFolder maintains a copy of the Service Procedures on its website (*www.yellowfolder.com*) and reserves the right to modify and amend the Service Procedures from time to time at its sole discretion. Customer acknowledges that it has received and read a copy of the Service Procedures, has complied with all pre-conditions to such Services, and hereby agrees to be bound by all such terms and conditions included therein. Each Proposal includes specific quantities and levels for each Service. If, at Customer's request, YellowFolder performs Services in excess of the specifications contained in the Proposal(s), Customer shall be responsible for the costs of such additional services at YellowFolder's standard rates. YellowFolder shall not be liable for any damage to the Records caused by removal of staples, paperclips, binders, or any other type of fastening device, or the unfolding of documents as required for such items to be fed through an automatic document feeder. **Customer expressly acknowledges and agrees that YellowFolder will permanently destroy all Physical Records immediately upon conversion to Digitized Record format**. YellowFolder shall not be liable for failure to perform its obligations under this MSA or for interruption of Services due to fires, water damage (natural or otherwise), floods, storms, earthquakes, natural disasters (all of the foregoing, "Acts of God"), labor shortages and disputes, governmental acts, strikes, riots, power failures, insurrection, interruption or unavailability of telephone or internet service, or for any other cause beyond the control of YellowFolder. YellowFolder shall not be required to supply Services for Customer while any such interruption of Services continues.

2. **Customer Requirements**. Customer shall be responsible for providing the YellowFolder staff commercially reasonable access to its facilities on the dates agreed upon for packing and pick-up of Physical Records (if applicable) and shall have the Physical Records described in the Proposal(s) ready for packing/pick-up on such dates. If YellowFolder is required to return to Customer's location for such services due to a failure by Customer to adhere to the terms of this MSA, additional charges will apply. Customer acknowledges and agrees that access to the YellowFolder ERM requires internet signal transmission and that Customer shall be responsible for ordering, maintaining and paying for such signal transmission installation and services, and that the costs of such services are not included in YellowFolder's service charges. Customer acknowledges and agrees that signals are transmitted over third party telephone and utility lines, which are wholly beyond the control and jurisdiction of YellowFolder. YellowFolder does not provide an audit of Customer's Physical Records as a part of its regular Services. **Customer is solely responsible for the contents, completeness and accuracy of its Records**. Customer agrees to cooperate with YellowFolder in all matters relating to the Services; to provide direction, information, approvals, authorizations or materials YellowFolder may need to perform the Services in accordance with the requirements of this MSA; and to ensure that such Customer materials or information are complete and accurate in all material respects.

3. **File Architecture, Access & Retention Plan**. For each Solution of Records (Student Records, Special Education Records, Human Resource Records, Administrative Records, etc., are each a "Solution"), YellowFolder and Customer shall agree upon a written File Architecture, Access, and Retention Plan ("FAARP") prior to YellowFolder indexing or digitizing any Physical Records with respect to such Solution for Customer pursuant to this MSA. The FAARP shall describe the layout (or architecture) of all file "trees" for the Solution, security groups to govern Customer staff access to the Records, the retention and destruction plan for Customer's Records, and the person(s) at Customer responsible for all retention and destruction decisions. YellowFolder shall not take any action with respect to the Solution Records that is not authorized in the FAARP for such Solution.

4. **Ownership**. Customer shall retain ownership of its Records and shall have the right to the immediate return of its Records at any time (in PDF format); provided, however that Customer (to the extent permissible by State law) shall be liable to YellowFolder for all payments due to YellowFolder for the Term (defined below), including administrative fees for the return of such Records, as described in the Service Procedures. To the extent permissible by State law, YellowFolder shall maintain a purchase money security interest in the Records until such time as Customer pays all unpaid Fees (defined below) to YellowFolder. To the extent permissible by State law, Customer agrees that it shall only have non-exclusive, limited use license rights with respect to the YellowFolder ERM software (the "Software") and services throughout the Term. Customer shall not modify, reverse engineer, distribute, transfer, or allow access to all or any portion of the Software by any third party. Customer hereby acknowledges that it has received and hereby agrees, to the extent permissible by State law, to adhere to any terms and conditions of any licenses required by YellowFolder or any of its subcontractors related to the use of the Software.

5. **Record Protection**. YellowFolder acknowledges that the Records are of significant value to Customer and may contain sensitive and private information that may be regulated by laws or regulations governing the retention and disposal of information, including, without limitation, those commonly known as "FERPA", "FACTA", "GLBA", "HIPAA" and "HITECH" or similar state and federal laws ("Privacy Laws"). YellowFolder agrees to use commercially reasonable efforts to protect the Records against damage (other than through Acts of God) and to comply with applicable Privacy Laws in providing the Services. YellowFolder agrees to use commercially reasonable safeguards (digital security, file encryption, etc.) to prevent the access, use or disclosure of confidential information other than as provided for by this MSA. In the event that YellowFolder becomes aware that the security of any of Customer's Records or data has been compromised, or that such Records or data have been or are reasonably expected to be subject to a use or disclosure not authorized by the MSA or these Terms of Service (an "Information Security Incident"), YellowFolder shall: (i) promptly (upon becoming aware of such Information Security Incident), notify Customer, in writing, of the occurrence of such Information Security Incident; (ii) investigate such Information Security Incident and conduct a reasonable analysis of the cause(s) of such Information Security Incident; (iii) provide periodic updates of any ongoing investigation to Customer; (iv) develop and implement an appropriate plan to remediate the cause of such Information Security Incident to the extent such cause is within YellowFolder's control; (v) cooperate with Customer's reasonable investigation or efforts to comply with any notification or other regulatory requirements applicable to such Information Security Incident, and (vi) assist Customer with any notifications Customer deems necessary related to the Information Security Incident, but shall not, unless required by law, provide any notices to any individual or entity without prior written permission from Customer.

6. **Confidential Information.** YellowFolder agrees not to use or disclose any of Customer's Records, associated data or subparts thereof to any third party without the prior written consent of the Customer; *provided*, *however*, that YellowFolder may disclose the records as required by law or court order. YellowFolder shall provide Customer with prompt written notice of such a disclosure requirement so that the Customer may seek, at its sole cost and expense, a protective order or other remedy; and reasonable assistance, at Customer's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. YellowFolder agrees to use the Records (and any data derived from the Records) only for the purposes of performing its obligations under this MSA.

7. **Term & Termination**. With respect to each Proposal, the term of this MSA shall start on the date that the Proposal is signed by Customer, and shall continue for a period of five (5) years (the "Initial Term") from such date. Upon the expiration of the Initial Term with respect to each Proposal, this MSA shall automatically renew annually with respect to the storage and access Services described in such Proposal (each a "Renewal Term") unless terminated by either party by written notice at least ninety (90) days prior to the last day of the then current Term. The "Term" for each Proposal shall be the Initial Term and each Renewal Term.

   Customer may terminate this MSA at the end of any annual fiscal period if it (i) certifies that its governing board (as a result of a reduction in anticipated tax revenues) has not allocated sufficient funds to allow Customer to continue to perform the obligations under this MSA; (ii) provides YellowFolder at least ninety (90) days advance written notice of such situation; and (iii) has paid all amounts due YellowFolder under this MSA as of the date of such proposed termination. Customer may terminate this MSA with respect to a Proposal at any time upon thirty (30) days prior written notice to YellowFolder if YellowFolder fails to reasonably perform its material obligations described herein with respect to such Proposal and such failure has not been cured by YellowFolder within thirty (30) days after its receipt of such notice. YellowFolder may terminate the Services with respect to a Proposal at any time if Customer fails to perform its material obligations described herein (including payment) related to such Proposal; provided that such termination will not relieve Customer's responsibilities to pay the Fees related to such Proposal. Any such termination shall be in addition to (not in lieu of) any other remedies available to the terminating party.

Upon expiration or termination of this MSA for any reason, and following return and/or destruction of Customer's Records pursuant to the FAARP, YellowFolder shall permanently erase all of Customer's Records (and any data derived from the Records) from its ERM system.

8. **Service Fees & YellowFolder Billing**. Each Proposal may specify two separate fee payment structures for the Services provided therein, referred to as "One-Time Fees," and "Monthly Fees". Customer may also request YellowFolder, from time to time, to provide certain other ad-hoc services, as described below. All fees described in this Section shall be defined as the "Service Fees".

One-Time Fees

For all fees listed as "One-Time Fees" on a Proposal, YellowFolder shall invoice Customer for 50.0% of the One-Time Fees upon signing the Proposal and the remaining 50.0% of the One-Time Fees upon the earlier of (i) substantial completion of work related to such One-Time Fees, or (ii) the initial date of uploading Customer's Records as agreed upon by the Company and Customer in the signed "Implementation Plan" for each Proposal. Customer acknowledges and agrees that these billing dates may occur prior to the completion of all work related to such One-Time Fees.

Monthly Fees

Monthly Fees may consist of 1) Cloud Service Monthly Fees which are regular, recurring charges for the storage of (and access to) Digitized Records on the YellowFolder ERM and/or 2) Record Center Monthly Fees which are regular, recurring charges for the on-going storage of Physical Records in the YellowFolder Record Center. Cloud Service Monthly Fees are based on the number of active students/staff of Customer. Record Center Monthly Fees are based on the number of boxes stored with YellowFolder. YellowFolder shall invoice these fees on an annual basis, in advance, due and payable on the first day of the Service Year. If the Proposal is signed on a month other than the month of execution of this MSA, Customer agrees to pay for a stub portion of the Service Year during the first and last calendar years of the Term. The initial stub rate is listed on the Proposal. YellowFolder shall have the right to increase the "per student/staff" Cloud Service Monthly Fees rate, or the "per box" Record Center Monthly Fees rate, each on an annual basis. YellowFolder shall audit the number of Customer's active students/employees prior to the annual anniversary date of the Term (using Customer's State filings) and increase or decrease the total Cloud Service Monthly Fees for such annual period accordingly.

Ad Hoc Services & Fees.

From time-to-time Customer may request YellowFolder to perform ad hoc services with respect to the Records or the YellowFolder ERM that are not specified in a Proposal. These ad hoc services may include, without limitation, Record research and retrieval, ERM system administration (password setup, mass file moves, etc.) or other limited services. YellowFolder will provide these services upon the request of Customer at the prices listed in, and in a manner consistent with, the Services Procedures). YellowFolder shall invoice the Customer for such services immediately following the provision of the service.

9. **Payment Provisions**. Customer agrees to pay YellowFolder for all Service Fees upon the later of (a) thirty (30) days of receipt by Customer of a YellowFolder invoice detailing such Services, or (b) the date proscribed by applicable State law for payments related to similar services to school districts within the State of Florida. For each payment that is not received by YellowFolder on or prior to the date determined in the first sentence of this Section, YellowFolder shall be entitled to charge a late fee equal to the lesser of (i) 1.50% of the past due Service Fees, per month, or (ii) the maximum amount allowable pursuant to applicable State law for school districts within the State of Florida. YellowFolder shall be entitled to pursue all remedies available, including without limitation, disconnecting or disabling YellowFolder ERM services, in order to collect past due Service Fees. If YellowFolder continues to provide Services related to Record storage after termination of this MSA (as a result of Customer failing to reclaim its Records), YellowFolder shall be entitled to continue to receive storage and/or access fees at its then current rates for the periods of such extended storage. Customer hereby certifies that it is a governmental entity, is not subject to nor liable for sales and use taxes and YellowFolder has no obligation or duty to collect any sales or use taxes with respect to the Services provided to Customer.

10. **Insurance**.
During the Term, YellowFolder agrees to maintain insurance policies in an amount not less than the minimums required by applicable State laws for providers of information technology services to school districts within the State of Florida.

11. **Warranties**.
YellowFolder warrants that it owns all right, title and interest in, or has retained the rights to, the YellowFolder ERM, sufficient to grant Customer licenses under the MSA. YellowFolder warrants that the YellowFolder ERM will operate as advertised in YellowFolder's written marketing materials without material defect during the Term. YellowFolder warrants that it uses commercially reasonable efforts to protect the YellowFolder ERM against "time bombs," "worms," "viruses," "Trojan horses," "protect codes," "data destruct keys," or other programming devices that are intended to access, modify, delete, damage, deactivate or disable the YellowFolder ERM. YellowFolder does not make any other warranties, express or implied, with respect to the Services including, but not limited to (a) any implied warranties of merchantability or fitness for a particular purpose, (b) the completeness, accuracy or availability of the Records related to the Services, or (c) the protection of the privacy of the underlying data contained in the records related to the Services, or (d) the protection of the Records related to the Services from loss due to Acts of God, theft or unintentional loss.

It is understood that YellowFolder is not an insurer of Customer's Records, and is neither responsible nor liable for the lack of completeness or accuracy of the Customer's Records. YellowFolder is neither responsible nor liable for losses of Customer's Records due to Acts of Gods, theft, or unintentional loss. Customer acknowledges and agrees that the payments made to YellowFolder by Customer for the Services have no relation to the value of Customer's Records, that such Records are irreplaceable and priceless, and that YellowFolder could not receive or provide adequate insurance to replace the loss of Customer's Records. Accordingly, in the event that YellowFolder is found to be liable to Customer or a third party, total liability for all claims, regardless of theory, that arise out of this MSA shall not exceed an amount equal to the Monthly Fees paid by Customer to YellowFolder Services in question during the twelve months preceding the loss.

12. **General**. This MSA, the Proposals attached hereto on Appendix A, and the Service Procedures referenced herein constitute the entire agreement between Customer and YellowFolder, and supersede all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. In an event of any conflict between this MSA and Proposals or Service Procedures, this MSA shall govern unless any Proposal and/or the Service Procedures expressly state that their terms and conditions shall control. No amendment to or modification of this MSA, Proposals/Appendix A is effective unless in writing and signed by each Party. If any of the provisions of this MSA shall be determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect, and any invalid or unenforceable provision shall be deemed replaced by a provision that is valid and enforceable and that comes closest to expressing the intentions of such invalid or unenforceable term. Any notices required or permitted to be given herein shall be made, in the case of YellowFolder, in writing to its corporate headquarters, and in the case of Customer, in writing to the address provided in the Proposal(s). Each Party represents and warrants that it has the full right, power and authority to enter into this MSA, to grant the rights and licenses granted hereunder and to perform its obligations hereunder. YellowFolder may assign this MSA. This MSA shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors. Customer and YellowFolder agree that any action, demand, claim or counterclaim under the MSA shall be resolved first by the parties through good faith negotiation, and if that effort fails, by a jury trial in the state court having jurisdiction over the domicile county of the Customer. Both parties agree to waive attorney fees for any dispute of contract. There are no third party beneficiaries to this MSA. This MSA may be executed in counterparts. Signatures on this MSA and all related Proposals sent via electronic medium or facsimile shall be considered valid and binding when received. This transaction shall be governed in all respects by the laws of the State of Florida, without regard to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Florida.

Appendix A - Proposal(s) attached

FOCUS

Purchase Order

Standard - Yellow Folder
(Archived records)

157632
10/28/2016

State Tax Exemption #
85-8013902330C-2
Federal Employer Identification #
59-6000611

☐ Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

All invoices, statements, and correspondence must be mailed to the billing address below.

Vendor (V003031056)	Ship To	Bill To
YELLOW FOLDER LLC 1617 W CROSBY RD. SUITE 100 CARROLLTON, TX 75006	DISTRICT 85 SCHOOL ROAD SUITE 1 EASTPOINT, FL 32328	DISTRICT 85 SCHOOL ROAD SUITE 1 EASTPOINT, FL 32328 850-670-2810

Item #	Description	Quantity	UOM	Unit Price	Amount
2016-10-1809	Archived Student Records	1		25,748.41	25,748.41
2016-10-1820	Archived HR Records	1		5,651.35	5,651.35
				Total	31,399.76

Fund	Function	Object	Facility	Project	Program	Amount
110	7700	390	9001			31,399.76

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

Nina M. Marks
Superintendent (Marks)

Contact Information:

Terms:

1. No Backorders - Please cancel any item out of stock.
2. Notice to Vendor/Contractor - By acceptance of this contract/order involving Federal Funds, the Vendor/Contractor agrees to comply with the Code of Federal Regulations. Termination for cause and for convenience by the grantee or the sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Franklin County School Board.

UNOFFICIAL

YellowFolder
The Education Documentation Experts

PROPOSAL FOR SERVICES

YellowFolder, LLC, a Texas limited liability company (YellowFolder) is pleased to issue this proposal of service to the customer listed below (Proposal). YellowFolder proposes to provide the services described in the sections below. This Proposal is provided for discussion purposes only and shall not be a binding agreement upon YellowFolder until signed by YellowFolder in the space indicated below. Notwithstanding this non-binding nature, the prices and services described in this Proposal shall expire on the date indicated below (Expiration Date).

Customer Information

Account Name	Franklin-FL-SR	Annual Service Month	Not Determined
Opportunity Name	Franklin-FL-SR-2016-001		
Type	Archived Records		
		OppID	0060G00000Inrk5

Proposal Information

Quote Number	2016-10-1809	Created Date	10/21/2016
		Expiration Date	11/30/2016

Proposed Services

Product	Payment Structure	Quantity	List Price	Discount	Total Price
Basic YellowFolder System Set-Up	One-Time Fee	1.00	$995.00	100.00%	$0.00
Existing Records incl. Pack, Pick-Up, Conversion & Destruction (per Box)	One-Time Fee	588.00	$99.99	60.00%	$23,517.648
File Architecture Design & System Integration	One-Time Fee	1.00	$1,995.00	100.00%	$0.00
Paperless Nation On-Site Training & Process Implementation	One-Time Fee	1.00	$2,995.00	33.33%	$1,996.7665
Standard On-Line Access to Student Records (per Enrolled Student/Month)	On-Line Access Monthly Fee	936.00	$0.25		$234.00

Proposed BillingTerms

Billing Terms:

1/2 of the One-Time Fees are due upon signing the Proposal. An additional payment equal to 1/2 of the One-Time Fees are due upon project completion.

On-Line Access Billing Frequency	Annual Billing	One-Time Fees (Total)	$25,514.41
Paperless Nation Billing Frequency	Not Determined	On-Line Access Monthly Fees	$234.00
Record Center Billing Frequency	Annual Billing	Paperless Nation Monthly Fees	$0.00

THIS PROPOSAL IS NOT AN INVOICE. Following signature of this Proposal by both parties, Yellowfolder will issue invoices to customer with respect to the services described herein.

If the customer has received (or shall receive) a grant from the Efficiency in Education Foundation with respect to any of YellowFolder's services, all invoices issued with respect to such services will reflect the payment for such services to YellowFolder by the Efficiency in Education Foundation, up to the full amount of such grant, on behalf of the customer.

THIS PROPOSAL DOES NOT ADDRESS APPLICABLE TAXES. ALL APPLICABLE TAXES WILL BE ADDED TO ANY INVOICES RESULTING FROM THIS PROPOSAL. YellowFolder will not exceed the quantities listed above when providing services pursuant to this Proposal. If actual quantities of required services exceed the numbers listed in this Proposal, YellowFolder (as applicable) will issue another Proposal for such quantities and services.

Explanation of Services

The services listed in "Proposed Services" above are described in greater detail below. Please note, you will not receive all of the services listed below. Also note, these descriptions are not complete descriptions of such services. For a full description of such services, please see Service Procedures on our website at www.yellowfolder.com.

Existing Records Pick-Up & Conversion (per Box) -- YellowFolder will package boxes at the Cusomer Site, pick-up and transport the boxes to YellowFolder's Conversion Center in Dallas, Texas, and digitize, code, index and upload all records to the YellowFolder platform; destroying all existing paper copies.

Basic YellowFolder System Setup -- YellowFolder will perform the basic set up services required to establish the customer's digitized Records on the YellowFolder ERM system. Absent other implementation services, YellowFolder will provide a two-hour web-based training session and on-going web-based support.

File Architecture Design & System Integration -- YellowFolder will provide on-site file architecture and design assistance (one day), and will provide one-way data integration from the customer's applicable information systems into the YellowFolder ERM system.

Paperless Nation On-Site Training & Process Improvement -- YellowFolder will provide a dedicated Paperless Nation Engineer (PNE) who will provide the customer with three days of on-site training and process improvement during the school year, as well as unlimited telephonic support & user group participation,

Standard On-Line Access of Records (per Record) -- YellowFolder will store the customer's digitized Records on the YellowFolder ERM system using a secure, customer-specific platform and customer-customized file tree as established pursuant to the FAARP. YellowFolder will provide each of the customer's staff (upon customer's request) with a unique username and password to access the YellowFolder ERM system, will applicable file uploading rights (as assigned by the customer).

Archive-Only On-Line Access of Records (per Record) -- YellowFolder will store the customer's archived digitized Records on the YellowFolder ERM system using a standard box-level file structure, and will provide each of the customer's staff (upon customer's request) with a unique username and password. No upload rights will apply.

Document Storage -- Physical Records (per Box) -- YellowFolder will store the customer's Boxes in shelved racking in the YellowFolder Record Center. The Record Center is secured via access control and intrusion alarm technology, and is a climate-controlled facility, generally maintained at 65 to 78 degrees.

Digital Back-Up Copy of YellowFolder Records -- YellowFolder will provide a digital back-up copy of all of customers records held on the YellowFolder ERM system, delivered via either an electronic transfer, usb flash drive, or external hard drive (depending on size).

Consulting Services/Professional Services (per hour) -- YellowFolder will provide professional consultation or other services to the customer, as requested, including without limitation, services to convert a customer's existing digital records to the YellowFolder ERM system.

Oversized Physical Records Processing -- YellowFolder charges an additional fee per image to convert oversized images (over 8.5" x 14") to digital format.

Microfilm/Microfiche Processing -- YellowFolder charges an additional fee per image to convert microfilm or microfiche records to digital format.

Manual Database Construction (per name) -- YellowFolder will manually create an electronic file with up to two metadata fields (first name, last name) for each student/staff folder of scanned records.

On-Site Records Estimate -- YellowFolder personnel will travel to the customer's campus, will review applicable existing physical or digital records, and provide the customer with a "not to exceed" proposal for the conversion of the applicable records to digital format and upload onto the YellowFolder ERM system.

Digital Records Estimate -- YellowFolder will remotely review the customer's existing digital records and provide the customer with a "not to exceed" proposal for the uploading of these existing digital records onto the YellowFolder ERM system.

Transportation Insurance -- YellowFolder will provide customer with insurance during the transport of customer's records to the YellowFolder Record Center.

Explanation of Payment Terms

The following provides an explanation for each of the fees listed in the “Proposed Payment Terms” listed above.

One-Time Fees (Initial Processing & Implementation Services) – The One-Time Fees are charged to digitize the customer’s existing records and to set-up the customer's YellowFolder ERM system. YellowFolder issues an invoice for one-half of these fees immediately following signature of the Proposal. YellowFolder invoices the remainder of these fees at a later date, as described in the MSA.

Monthly Fees (Recurring Services) – The Record Center Monthly Fees and Cloud Services Monthly Fees are recurring charges incurred for the ongoing-storage of the customer’s records and/or services provided by YellowFolder. YellowFolder issues invoices for these services on a recurring basis as long as the customer continues utilizing YellowFolder services. YellowFolder issues invoices for these services one month prior to the beginning of the applicable annual service period.

Initial Invoices for Recurring Services – YellowFolder will issue an initial invoice for the recurring services (Record Center Monthly Fees and Cloud Services Monthly Fees) immediately following signature of the Proposal. Typically, YellowFolder will invoice customer for the first 12 months of services on the initial invoice. However, if the customer has prior services with YellowFolder, the first invoice will be for a “stub period” to tie such invoices to the customer’s Annual Service Month (see “Customer Information” above). For instance, if a Proposal is signed on March 1st and the customer has an Annual Service Month of November, the initial recurring service invoice will include fees for the initial 8 months (March – October). Thereafter, the customer will receive an invoice for annual services one month prior to the Annual Service Month (November).

Agreement to Proposal

Upon signature by the customer and YellowFolder in the spaces provided below, this Proposal shall be a binding agreement between the parties hereto and shall become an attachment to the Master Services Agreement entered into on the date listed above (MSA Execution Date) by and between such customer and YellowFolder (the “MSA”). The terms of the MSA shall govern the provision of the services described in this Proposal.

CUSTOMER	YELLOWFOLDER
_____	_____
Name	Mike Nilsson COO
_____	
Title	
_____	_____
Date	Date

YellowFolder
The Education Documentation Experts

PROPOSAL FOR SERVICES

YellowFolder, LLC, a Texas limited liability company (YellowFolder) is pleased to issue this proposal of service to the customer listed below (Proposal). YellowFolder proposes to provide the services described in the sections below. This Proposal is provided for discussion purposes only and shall not be a binding agreement upon YellowFolder until signed by YellowFolder in the space indicated below. Notwithstanding this non-binding nature, the prices and services described in this Proposal shall expire on the date indicated below (Expiration Date).

Customer Information

Account Name	Franklin-FL-HR	Annual Service Month	Not Determined
Opportunity Name	Franklin-FL-HR-2016-001		
Type	Archived Records		
		OppID	0060G00000IoNo2

Proposal Information

Quote Number	2016-10-1820	Created Date	10/21/2016
		Expiration Date	11/30/2016

Proposed Services

Product	Payment Structure	Quantity	List Price	Discount	Total Price
Basic YellowFolder System Set-Up	One-Time Fee	1.00	$995.00	100.00%	$0.00
Existing Records incl. Pack, Pick-Up, Conversion & Destruction (per Box)	One-Time Fee	90.00	$99.99	60.00%	$3,599.64
File Architecture Design & System Integration	One-Time Fee	1.00	$1,995.00	100.00%	$0.00
Paperless Nation On-Site Training & Process Implementation	One-Time Fee	1.00	$2,995.00	33.33%	$1,996.7665
Standard On-Line Access to Human Resource Records (per Current Employee/per Month)	On-Line Access Monthly Fee	157.00	$0.35		$54.95

Proposed BillingTerms

Billing Terms:

1/2 of the One-Time Fees are due upon signing the Proposal. An additional payment equal to 1/2 of the One-Time Fees are due upon project completion.

On-Line Access Billing Frequency	Annual Billing	One-Time Fees (Total)	$5,596.41
Paperless Nation Billing Frequency	Not Determined	On-Line Access Monthly Fees	$54.95
Record Center Billing Frequency	Annual Billing	Paperless Nation Monthly Fees	$0.00

THIS PROPOSAL IS NOT AN INVOICE. Following signature of this Proposal by both parties, Yellowfolder will issue invoices to customer with respect to the services described herein.

If the customer has received (or shall receive) a grant from the Efficiency in Education Foundation with respect to any of YellowFolder's services, all invoices issued with respect to such services will reflect the payment for such services to YellowFolder by the Efficiency in Education Foundation, up to the full amount of such grant, on behalf of the customer.

THIS PROPOSAL DOES NOT ADDRESS APPLICABLE TAXES. ALL APPLICABLE TAXES WILL BE ADDED TO ANY INVOICES RESULTING FROM THIS PROPOSAL. YellowFolder will not exceed the quantities listed above when providing services pursuant to this Proposal. If actual quantities of required services exceed the numbers listed in this Proposal, YellowFolder (as applicable) will issue another Proposal for such quantities and services.

Explanation of Services

The services listed in "Proposed Services" above are described in greater detail below. Please note, you will not receive all of the services listed below. Also note, these descriptions are not complete descriptions of such services. For a full description of such services, please see Service Procedures on our website at www.yellowfolder.com.

Existing Records Pick-Up & Conversion (per Box) -- YellowFolder will package boxes at the Cusomer Site, pick-up and transport the boxes to YellowFolder's Conversion Center in Dallas, Texas, and digitize, code, index and upload all records to the YellowFolder platform; destroying all existing paper copies.

Basic YellowFolder System Setup -- YellowFolder will perform the basic set up services required to establish the customer's digitized Records on the YellowFolder ERM system. Absent other implementation services, YellowFolder will provide a two-hour web-based training session and on-going web-based support.

File Architecture Design & System Integration -- YellowFolder will provide on-site file architecture and design assistance (one day), and will provide one-way data integration from the customer's applicable information systems into the YellowFolder ERM system.

Paperless Nation On-Site Training & Process Improvement -- YellowFolder will provide a dedicated Paperless Nation Engineer (PNE) who will provide the customer with three days of on-site training and process improvement during the school year, as well as unlimited telephonic support & user group participation,

Standard On-Line Access of Records (per Record) -- YellowFolder will store the customer's digitized Records on the YellowFolder ERM system using a secure, customer-specific platform and customer-customized file tree as established pursuant to the FAARP. YellowFolder will provide each of the customer's staff (upon customer's request) with a unique username and password to access the YellowFolder ERM system, will applicable file uploading rights (as assigned by the customer).

Archive-Only On-Line Access of Records (per Record) -- YellowFolder will store the customer's archived digitized Records on the YellowFolder ERM system using a standard box-level file structure, and will provide each of the customer's staff (upon customer's request) with a unique username and password. No upload rights will apply.

Document Storage -- Physical Records (per Box) -- YellowFolder will store the customer's Boxes in shelved racking in the YellowFolder Record Center. The Record Center is secured via access control and intrusion alarm technology, and is a climate-controlled facility, generally maintained at 65 to 78 degrees.

Digital Back-Up Copy of YellowFolder Records -- YellowFolder will provide a digital back-up copy of all of customers records held on the YellowFolder ERM system, delivered via either an electronic transfer, usb flash drive, or external hard drive (depending on size).

Consulting Services/Professional Services (per hour) -- YellowFolder will provide professional consultation or other services to the customer, as requested, including without limitation, services to convert a customer's existing digital records to the YellowFolder ERM system.

Oversized Physical Records Processing -- YellowFolder charges an additional fee per image to convert oversized images (over 8.5" x 14") to digital format.

Microfilm/Microfiche Processing -- YellowFolder charges an additional fee per image to convert microfilm or microfiche records to digital format.

Manual Database Construction (per name) -- YellowFolder will manually create an electronic file with up to two metadata fields (first name, last name) for each student/staff folder of scanned records.

On-Site Records Estimate -- YellowFolder personnel will travel to the customer's campus, will review applicable existing physical or digital records, and provide the customer with a "not to exceed" proposal for the conversion of the applicable records to digital format and upload onto the YellowFolder ERM system.

Digital Records Estimate -- YellowFolder will remotely review the customer's existing digital records and provide the customer with a "not to exceed" proposal for the uploading of these existing digital records onto the YellowFolder ERM system.

Transportation Insurance -- YellowFolder will provide customer with insurance during the transport of customer's records to the YellowFolder Record Center.

Explanation of Payment Terms

The following provides an explanation for each of the fees listed in the “Proposed Payment Terms” listed above.

One-Time Fees (Initial Processing & Implementation Services) – The One-Time Fees are charged to digitize the customer’s existing records and to set-up the customer's YellowFolder ERM system. YellowFolder issues an invoice for one-half of these fees immediately following signature of the Proposal. YellowFolder invoices the remainder of these fees at a later date, as described in the MSA.

Monthly Fees (Recurring Services) – The Record Center Monthly Fees and Cloud Services Monthly Fees are recurring charges incurred for the ongoing-storage of the customer’s records and/or services provided by YellowFolder. YellowFolder issues invoices for these services on a recurring basis as long as the customer continues utilizing YellowFolder services. YellowFolder issues invoices for these services one month prior to the beginning of the applicable annual service period.

Initial Invoices for Recurring Services – YellowFolder will issue an initial invoice for the recurring services (Record Center Monthly Fees and Cloud Services Monthly Fees) immediately following signature of the Proposal. Typically, YellowFolder will invoice customer for the first 12 months of services on the initial invoice. However, if the customer has prior services with YellowFolder, the first invoice will be for a “stub period” to tie such invoices to the customer’s Annual Service Month (see “Customer Information” above). For instance, if a Proposal is signed on March 1st and the customer has an Annual Service Month of November, the initial recurring service invoice will include fees for the initial 8 months (March – October). Thereafter, the customer will receive an invoice for annual services one month prior to the Annual Service Month (November).

Agreement to Proposal

Upon signature by the customer and YellowFolder in the spaces provided below, this Proposal shall be a binding agreement between the parties hereto and shall become an attachment to the Master Services Agreement entered into on the date listed above (MSA Execution Date) by and between such customer and YellowFolder (the “MSA”). The terms of the MSA shall govern the provision of the services described in this Proposal.

CUSTOMER	YELLOWFOLDER
_____	_____
Name	Mike Nilsson COO
_____	
Title	
_____	_____
Date	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

DATE: October 24, 2016

Florida Minimum wage is increasing from $8.05 to $8.10 effective January 1, 2017. It is my recommendation that the salary schedule for Bus Driver sitting time be updated to accommodate this increase.

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

District 1 George Thompson Vice Chair
District 2 Pam Marshall
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Nina M Marks
Superintendent

TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources KP

DATE: October 24, 2016

The District advertised three times and hired for the Geometry position twice, yet were unable to maintain an employee for this vacancy. The students have been placed in an Edgenuity online course as of October 10, 2016.

I am thankful for Mr. George Baldwin for his steady service as a substitute in this class. I would also like to recognize the efforts of Mr. David Cochrane who went above and beyond his duty assignments and prepared lesson plans and assisted Mr. Baldwin in the curriculum while the District tried to fill the vacancy. He spent countless hours on the weekends and after school preparing for the geometry class and grading all geometry papers and projects. He continues to serve these students by tutoring individuals as needed. He furthermore assists all math teachers and provides supplemental lessons to align the standards to our math text book and meets with each grade level with math concerns and provides all materials including unit plans, homework, classroom worksheets, etc.

I would like to recommend Mr. Cochrane be compensated for his service by allocating to him the $2,000 critical teacher shortage supplement as he is the teacher who has taken responsibility for this class.

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Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources KP

DATE: October 24, 2016

The Franklin County Schools Food Service Department has determined there is a need for the district to hire eight (8) additional employees rather than rely on substitutes. The positions will be advertised with preference given to individuals who have experience in the FCS Food Service Department. The employees will be entitled to benefits like all employees including retirement and insurance. The financial impact of benefits for these additional positions is estimated at $8,000 per employee and will be charged to the food service budget.

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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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Nina M Marks
Superintendent

TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

NO ACTION TAKEN
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: October 31, 2016

The Department of Labor's overtime rule has been revised and has increased the minimum salary threshold for full-time workers to $47,476. The current Manager salary is below this threshold. It is common knowledge that the Manager of Facilities and Maintenance is required to work over 40 hours most weeks.

It is my recommendation that the Board restructure by eliminating the Manager of Transportation and adding the duties of that position to the Manager of Facilities and Maintenance. The new Manager of Transportation, Facilities and Maintenance will combine the supervisory duties of both positions. To assist this position with the paperload I am recommending a 12 month secretary position be added.

Attached are the recommended job descriptions and salary schedules.

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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School District of Franklin County

Job Description

Manager of Facilities, Maintenance and Transportation

QUALIFICATIONS:

1. Bachelor degree or higher preferred.
2. Related safety, transportation, and facility management experience totaling at least three (3) years.
3. Valid Class B/CDL Florida Driver's License with P and S endorsements and clear DMV report.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

A working knowledge of:

Florida public school transportation issues, guidelines and laws, Florida public schools bid laws and procurement procedures, Florida public schools security and safety issues, Florida public School laws related to construction; familiarity with school building, health and safety codes. Physical plant and safety operations, and associated Risk Management Policies, Principles, practices, methods and techniques of facility maintenance, operations, remodeling, construction.

Skill in:

- Using a computer and related software applications
- Using modern office equipment

Ability to:

Represent the District in meeting with administrators, professional staff, business leaders, governmental representatives and the public, concerning District management. Plan, promote, implement and monitor related activities as the Manager of Facilities, Maintenance and Transportation.

NO ACTION TAKEN
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

REPORTS TO: SUPERINTENDENT

JOB GOAL

To assist the superintendent substantially and effectively in the task of planning, directing, establishing priorities, and coordinating a variety of complex functions for the District's business and management operations supporting the best possible educational programs and services.

SUPERVISES: Maintenance Staff, Transportation Staff, Custodial Staff, Secretary to Manager of Facilities, Maintenance and Transportation, and assigned Contract Vendors.

PERFORMANCE AREAS:

- Transportation
- Facilities (Maintenance and construction and grounds)

Manager of Facilities, Maintenance and Transportation

- Plant Operations, Custodial
- Safety and Security

PERFORMANCE RESPONSIBILITIES:

1) Attend all regular school board meetings.
2) Manage maintenance, custodial, grounds, and transportation activities to ensure efficient and lawful functioning of the school district.
3) Ensure all bus inspections are completed and up to date.
4) Prepare reports and maintain records required by statute.
5) Supervise and evaluate department services and personnel under jurisdiction.
6) Responsible for policies, procedures, and practices of inventory, warehousing and distribution.
7) Assist in all preconstruction planning.
8) Visit all construction sites frequently to monitor progress and inspect new construction.
9) Review and approve payment of invoices submitted by architects and contractors.
10) Maintain liaison with government agencies related to construction projects.
11) Coordinate utility services and easements.
12) Represent district at Emergency Operations Center.
13) Maintain/develop district emergency plans.
14) Maintain all necessary records related to facilities, transportation, security and safety and prepare periodic reports for Board meetings and act as liaison with local law enforcement agencies.
15) Take lead in development and utilization of “call list” for various performance areas.
16) See that district policies are observed during all activities.
17) Keep abreast of new information, innovative ideas and techniques.
18) Assume leadership in development and implementation of Crisis Management Plans.
19) Coordinate Management Information Systems and Data Processing functions as assigned.
20) Other duties as assigned by the Superintendent.

Professional Growth and Improvement.

1) Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

Requires prolonged sitting or standing. Occasional stooping, bending and reaching. Requires some travel.

Manager of Facilities, Maintenance and Transportation

Must be able to work long and irregular hours. Must have the ability to handle emotional/physical stress.

TERMS OF EMPLOYMENT: (12 Month Personnel, 260 Days)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Paid Holidays for 12 Month Personnel
Independence Day (1)
Labor Day (1)
Thanksgiving (2)
Christmas (2)
New Year (2)
MLK (1)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

_____

Employee's Name

_____

Employee's Signature

_____

Date 10/31/2016 12:32 PM

NO ACTION TAKEN

NOV 7 2016

FRANKLIN COUNTY

SCHOOL BOARD

	PAY TYPE MONTHS DAYS HOURS/DAY	District Manager 03 12 260 8
YEARS OF EXP.	Place	AS600
00-05	00	47,500
06-10	01	49,500
11-15	02	50,500
16-19	03	51,500
20+	04	52,500

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

FACILITIES, MAINTENANCE AND TRANSPORTATION / SECRETARY

QUALIFICATIONS:

(I) High School Diploma or equivalent with clerical/bookkeeping training.

(2) Computer proficiency.

(3) Must meet driving requirements including possession of a valid Class B/CDL Florida Driver's License with P and S endorsements and clear DMV report as determined by the FCSB Manager of Facilities, Maintenance and Transportation.

(4) Prior experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of School District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO: MANAGER OF FACILITIES, MAINTENANCE AND TRANSPORTATION

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES: NA

PERFORMANCE RESPONSIBILITIES:

NO ACTION TAKEN
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

Service Delivery

1) Maintain data files in the computer.
2) Operate office machines.
3) Type letters, forms and reports.
4) Duplicate, assemble and distribute documents.
5) Maintain files, records, reports, answer telephone and distribute mail.
6) Act as receptionist when needed, greeting the public in a courteous and helpful manner.
7) Assist with inventory and property control.

8) Perform facilities, maintenance and transportation clerical and bookkeeping tasks.
9) Enter all transportation FTE.
10) Prepare for audits as necessary.
11) Assist in dispatch of drivers and communication of student transportation directives.

Inter / Intra-agency Communication and Delivery

12) Answer the telephone in a courteous and professional manner.
13) Distribute all incoming and outgoing mail.
14) Receive and route incoming telephone and radio communication.
15) Post notices of importance / interest to department personnel and the public.
16) Communicate effectively with the public, students, co-workers and administration.
17) Respond to inquiries and concerns in a timely manner.
18) Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

19) Demonstrate initiative in the performance of assigned responsibilities.
20) Model and maintain high ethical standards.
21) Follow attendance, punctuality and proper dress rules.
22) Maintain confidentiality regarding school system matters.
23) Maintain positive relationships with parents and staff.
24) Participate in workshops and training sessions as required.

System Support

25) Perform data entry tied to student funding.
26) Provide clerical service for others as directed by the supervisor.
27) Prepare all required reports and maintain all appropriate records.
28) Follow all School Board policies and school policies and procedures.
29) Exhibit the interpersonal skills necessary as an effective team member.
30) Demonstrate support for the School District and its goals and priorities.
31) Perform other duties as assigned by Supervisor and/or Superintendent.

FACILITIES, MAINTENANCE AND TRANSPORTATION / SECRETARY

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel, 260 Days)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Paid Holidays for 12 Month Personnel

Independence Day (1)
Labor Day (1)
Thanksgiving (2)
Christmas (2)
New Year (2)
MLK (1)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

_____
Employee's Name

_____
Employee's Signature

_____
Date

10/31/2016 12:24 PM

	12 Month Secretary
PAY TYPE	11
MONTHS	12
DAYS	260
HOURS/DAY	7.5
Place	NST00
0	24,460
1	24,654
2	24,873
3	25,101
4	25,336
5	25,574
6	25,814
7	26,054
8	26,298
9	26,544
10	26,794
11	27,047
12	27,300
13	27,558
14	27,816
15	28,079
16	28,342
17	28,609
18	28,878
19	29,152
20	29,428
21	29,705
22	29,986
23	30,268
24	30,556
25	30,845
26	31,137

NO ACTION TAKEN

NOV 7 2016

FRANKLIN COUNTY

SCHOOL BOARD

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

[redacted]

QUALIFICATIONS:

1) High school diploma or its equivalent
2) Valid driver's license with no serious violations
3) Three (3) years of increasingly responsible experience in law enforcement or closely related security work with public agencies, youth and/or impaired adults
4) General knowledge of District policy, procedure, state law, and juvenile codes related to elementary, middle and high school students and public school facilities

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

FACILITY ASSIGNMENT: School gate house

REPORTS TO: Superintendent

SUPERVISES: N/A

JOB GOAL:

Position is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and is responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors. Position assists the administrative staff with enforcing policies and procedures for safe and orderly schools at the building level.

1. Establish and maintain effective liaison with appropriate law enforcement and fire protection agencies.
2. Observations of entrance gate monitors located at the main office security desk, including monitoring car tags of all traffic in and out of the school entranceway and recording the tag number of any vehicle of a suspicious nature and other vital information.
3. Provide visible security supervision at school facilities or functions as directed.
4. Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
5. Supervises and directs pupil movement.
6. Assist with the supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students
7. Remove disruptive students from classes when needed
8. Investigates student violations of school board policies and prepare reports of the results.
9. Maintains detailed investigation and security records, logs and reports.
10. Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
11. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
12. Assist visitors with directions and secure proper identification.
13. Challenge unauthorized visitors and escort them to exits.
14. Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
15. Assists with fire drills and other emergency building evacuations.
16. Assists administrators and staff in crisis and emergency situations.
17. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal.
18. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids

19. Notifies the administrative staff, police, fire department, or other appropriate authorities of any security, potentially dangerous or unusual situations or emergency situations.
20. Operates metal detectors and conducts searches when directed to do so.
21. Provide assistance to law enforcement officers and other public service agency representatives in conducting investigations; testify in courts of law when appropriate.
22. Assist with home visits as needed.
23. Reads and responds to email communications.
24. Attends and successfully completes all staff development training as required by state law or directed by the Administration
25. Attend building staff meetings and various school-related events; discusses problems and makes recommendations; participate in student conferences as directed.
26. Models nondiscriminatory practices in all activities.
27. Abides by all District guidelines, directives and post orders.
28. Provides escort to out of town student athletic and other events
29. Perform other duties as assigned by Principal, Assistant Principal, District Administrative Staff and/or Superintendent.

PHYSICAL REQUIREMENTS: Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

TERMS OF EMPLOYMENT: Salary and benefits shall be consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

_____
Supervisor's Signature

_____
Employee's Signature

_____
Date

_____
Date

_____
FCSB Approval Date

[redacted]

Printed - 10/31/2016

FRANKLIN COUNTY DISTRICT SCHOOLS

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

Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: 10/31/2016

The enrollment in KG and 1st have exceeded the class-size limits per Florida Statute. It is my recommendation that the Board approve an additional teaching position for a KG-1st grade combination for the remainder of the 2016-2017 school year.

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

District 1 George Thompson Vice Chair
District 2 Pam Marshall
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Nina M Marks
Superintendent



TOGETHER EVERYONE ACHIEVES MORE

MEMORANDUM

TO: Nina Marks, Superintendent

FROM: Karen Peddie, Director of Human Resources

DATE: 10/31/2016

It is my recommendation that the Board approve Ms. Debra Huckabee as an AVID tutor for the 2016-2017 school year.

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

District 1 George Thompson Vice Chair
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APPROVED

NOV 7 2016

FRANKLIN COUNTY SCHOOL BOARD

NOVEMBER 2016: SUBSTITUTE LIST BY DEPARTMENT

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	
ANDREWS, KIMBERLY	HEALTH AIDE	333-8888	NEW	
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
BOYD, KRISTINA	HEALTH AIDE	850-524-0874	UPDATE	angleandpalz@gmail.com
CARO, ALEXIS^	HEALTH AIDE	320-5698	NEW	ALEXISCARO@GMAIL.COM
CHAMBERS, DIANE	HEALTH AIDE	370-0288	UPDATE	

NOVEMBER 2016: SUBSTITUTE LIST BY DEPARTMENT

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
MOCK, MORGAN	HEALTH AIDE	850-653-5750	UPDATE	Morgan-mock@yahoo.com
SEGREE, BARBARA	HEALTH AIDE	850-653-8758	UPDATE	
SMITH, MADELYN	HEALTH AIDE	850-670-5016	UPDATE	
TEAT, ASHLEY	HEALTH AIDE	850-653-8383	UPDATE	
THARPE, JACKIE	HEALTH AIDE			
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
BOONE, TINA**	TEACHER	653-5891	NEW	Tboone68@gmail.com
BRYANT, STELLA	TEACHER	850-323-2422	NEW	Stellb259@gmail.com
BUTLER, DAVID	TEACHER	850-694-3183	UPDATE	
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	
MCPHERSON, MEGHAN	TEACHER	850-653-5397	NEW	
NESHAT, JANETΩ	TEACHER	850-926-3651	NEW	jbneshat@gmail.com
NEPOTE, MICHAEL	TEACHER#	850-697-9132	UPDATE	
ROBISON, DANYELL	TEACHER		NEW	
TOLLIVER, ROSA	TEACHER	850-323-2319	UPDATE	MAROSE48@YAHOO.COM
TURNER, SAMANTHA^	TEACHER**	850-227-4206	NEW	

NOVEMBER 2016: SUBSTITUTE LIST BY DEPARTMENT

WHITE, CAMERON^	TEACHER	850-273-3543	NEW	white.cameron95@gmail.com
WILLIAMS, LASHONDA	TEACHER	850-896-1346	NEW	LASHONDAWILLIAM2012@YAHOO.COM

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

NOVEMBER 2016: SUBSTITUTE LIST BY DEPARTMENT

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FRANKLIN COUNTY
SCHOOL BOARD

Florida Safe Schools Assessment Report
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Florida District Assessment - 2015

Overview

Asset information

Address

District: Franklin

85 School Road, Suite 1

Eastpoint , FL 32328

Contact

Facilities, Maintenance, & Operations Manager Bud Strange

Assessment Information

Start date: Tue Dec 01 2015

End date: Tue Dec 15 2015

Status: In Progress

Owner: alondon@franklin.k12.fl.us

Assigned to: alondon@franklin.k12.fl.us

Created date: Tue Dec 01 2015

Notes

Notes:

About This Assessment

IMPORTANT: Before starting this assessment please read all statements on this page, then click 'Yes' after each one to acknowledge that you have read and understood them. Failure to follow these instructions could result in rejection of the submitted assessment.

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Yes, I have read and understood this statement

PURPOSE: The purpose of this assessment is to provide annual data reflecting the comprehensive supports for safe and healthy schools so that district and school leadership teams can make data-informed decisions as they engage in strategic planning and problem-solving for continual system-wide improvements.

Yes, I have read and understood this statement

COVER PAGE: When generating a printed version of this assessment, it is the responsibility of the user to also print out and attach a cover sheet to the report, containing important handling instructions and other information. A pre-formatted cover sheet for this purpose can be found by clicking on the Help link above (the file is named: Assessment Cover Sheet.pdf).

Yes, I have read and understood this statement

FERPA: Under the Family Educational Rights and Privacy Act (FERPA), schools may disclose, without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates

of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. (Source: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Yes, I have read and understood this statement

TERMINOLOGY: The term 'health' throughout this tool encompasses social, emotional, behavioral, physical, and mental dimensions of healthy students and healthy, supportive environments.

Yes, I have read and understood this statement

ASSESSMENT TEAMS: The District leadership team should select appropriately qualified school personnel to assist in the completion of the assessment. District-level team members completing this assessment should include personnel representing: Safe Schools, Emergency Management, Student Services, Facility Management, Local Law Enforcement and Fire, and School Health.

Yes, I have read and understood this statement

Efficiency & Effectiveness

1. The district has established a cross-disciplinary leadership team that meets regularly to engage in systems-level, data-based planning and problem-solving for the purpose of continual improvement in the implementation of safe and healthy schools.

a. The district leadership team is comprised of experts representing student services, special education, school improvement, administration, school health, school safety, emergency management, facilities management, local law enforcement, and standards and instructional supports.

Yes

b. The district leadership team regularly meets to set goals, identify barriers and assets, analyze relevant data, design implementation plans matched to evidence of need, support fidelity of implementation, evaluate evidence of effectiveness, and make improvements to implementation plans.

Yes

c. The district leadership team builds school-based consensus for implementing a multi-tiered system to support all students in safe and healthy learning environments.

Yes

d. The district leadership team develops and supports infrastructure that enables school personnel to effectively implement safe and healthy schools.

Yes

e. Does the district use data effectively for establishing and sustaining safe and healthy schools as evidenced by the following behaviors: + Establishes clear expectations for effective data use at all levels of the system? + Uses data to identify district, building, and classroom needs, and establish goals and performance targets at the district and school level? + Uses data to measure the degree of implementation of strategies/actions, including professional development, to reach district/school-identified goals? + Uses data to evaluate the effect of strategies/actions on student learning? + Requires teachers and teacher teams to use data to establish instructional priorities and inform safe and healthy school practice on an ongoing basis? + Models and monitors the use of data to inform safe and healthy school implementation decisions? + Provides support at all levels in the effective use of data to facilitate safe and healthy environments

resulting in higher levels of learning for all students and groups of students, such as students with disabilities?

Yes

f. Does the district focus its goals on safe and healthy schools as evidenced by the following behaviors: + Uses a data-driven needs assessment to develop a limited number of focused goals, and measurable strategies and actions, directly related to addressing the district's greatest needs related to school health and safety? + Reflecting in district goals that the core work and priority of the district is to improve teaching and learning in safe and healthy environments? + Ensuring that all schools in the district align their work with district-established goals and strategies? + Identifying goal setting as an important leadership responsibility? + Developing a single coherent district plan to reach district goals and require that each school develops a building plan aligned to district goals? + Making intentional decisions to align resources (fiscal, material, personnel) across the district to meet district-wide goals? + Screening, interviewing, selecting, and providing ongoing support to staff based on district-wide goals? + Engaging the larger community, including board members, in establishing and sustaining a focus on district-wide goals for establishing and sustaining safe and healthy schools?

Yes

g. Does the district select and implement effective practices that have an evidence base for supporting safe and healthy schools as evidenced by the following behaviors: + Establishing and requiring the use of a district-wide, evidence-based strategies and programs aligned with district goals and priorities for safe and healthy practices? + Taking steps to build a common language among all staff for what constitutes safe and healthy practices and environments? + Ensuring full access to social, emotional, behavioral, physical, and mental health supports for all students and student groups? + Ensuring that the use of prevention/intervention strategies is implemented consistently as part of, rather than separate from, the district's implementation plans? + Requiring the use of ongoing progress monitoring of implementation to inform changes to the prevention/intervention

strategies? + Providing structured opportunities for schools to learn from each other, for principals to learn from each other, and for teachers to learn from each other?

Yes

h. Does the district fully and deeply implement safe and healthy practices and strategies as evidenced by the following behaviors: + Requiring that identified safe and healthy school strategies chosen for improvement are implemented in every building and in every classroom across the district? + Defining what full implementation of identified strategies chosen for improvement looks like? + Requiring the use of aligned structures (i.e., teacher-based teams, school-level teams, district-level teams) that support shared implementation of focused health and safety strategies? + Holding staff at all levels accountable for following through on focused strategies, while providing them with multiple opportunities for practice and support? + Setting expectations for the direct involvement of administrators (superintendents, principals) in ensuring that focused practices are being implemented at a high level? + Ensuring that professional development is directly related to the identified practices chosen for implementation? + Actively maintaining a focus on improving safe and healthy school practices that positively impact student learning?

In Progress

i. Does the district monitor and provide feedback and support for implementation as evidenced by the following behaviors: + Using a set of district-identified formative indicators for measuring district-wide implementation of strategies and the effect of such implementation on school safety and health and ultimately on student learning? + Using a consistent set of protocols/procedures for measuring district-wide implementation of strategies and the effect of the implementation on school safety and healthy and ultimately on student learning? + Monitoring the degree of implementation of strategies across the system? + Monitoring the progress of students, and examining where and why students may be experiencing challenges and becoming disengaged? + Requiring central office personnel to

actively monitor and provide feedback to principals and school-level teams on the implementation of strategies? + Requiring principals to actively monitor and provide feedback school based personnel on the implementation of school health and safety strategies and practices? + Providing differentiated support, as needed, to schools and teachers in the implementation of health and safety strategies and practices? + Measuring the effectiveness of feedback and/or differentiated support provided to school based personnel?

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

The District is working with the school and Department of Health to develop and unify the health and safety plan.

Fiscal Impact and Timeline

There is no additional cost to the District and should be complete by end of School year 15-16

2. The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.

a. The district has clearly stated goals and outcome-based, measurable, objectives for the program that reflect the intent (purpose) of the program and address the major aspects of the program's purpose and expenditures.

Yes

b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making.

Yes

c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

3. The district ensures the accuracy of its discipline and safety and security related data and reports accurate data to the Department of Education.

a. The district and its schools have a process in place to collect, revise, and update the appropriate data for the School Environmental Safety Incident Report (SESIR) system.

Yes

b. The district and its schools have a process in place to collect and disaggregate discipline data.

Yes

c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.

Yes

d. The district and its schools have a process in place to collect reliable data on restraint and seclusion.

Yes

e. The district uses discipline data to modify policies and practices.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

4. The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes unnecessary administrative layers and processes.

a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.

Yes

b. On at least an annual basis, the district uses applicable comparisons and/or benchmarks and reviews the program's organizational structure and staffing levels to minimize administrative layers and processes.

Yes

c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.

Yes

d. In conducting its staffing review, the district obtains broad stakeholder input.

In Progress

e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

Health & Safety Planning

1. The district has implemented a school safety plan that includes district wide emergency and safety procedures and identifies those responsible for them.

a. The district has a school safety plan that includes goals and procedures to ensure that students are in orderly, disciplined classrooms conducive to learning.

Yes

b. The district has implemented a comprehensive school safety plan that establishes emergency and safety procedures for school and district employees and students to follow. At a minimum, the plan addresses + the evaluation of the principal's performance regarding school safety, monitoring and evaluating the implementation of the plan at the school level, and coordinating with local law enforcement and the Department of Juvenile Justice (principals may be evaluated on criteria such as the school climate report and school incident reports); + the roles and responsibilities of the school principal and other administrators, teachers, and other school personnel for restoring, if necessary, and maintaining a safe, secure, and orderly school environment; + the roles and responsibilities of the transportation staff for restoring, if necessary, and maintaining a safe, secure, disciplined, and orderly bus environment; + the goals and objectives of the school

resource officers, if any; + the roles and responsibilities for student services staff including school counselors, school social workers, school nurses, and school psychologists; + the mechanisms for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior; + arrangements to work with local emergency officials (including, but not limited to, law enforcement, fire department, emergency management, hospital, mental health, health and social services agencies, court officials and the media); + safety issues and policies at school-sponsored events (such as when students are off campus at official school events); + processes by which the district will instruct parents and the local community as to how to respond to an emergency situation (parents and the community should be provided this information prior to an emergency through such mechanisms as newsletters and the district's website).

In Progress

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

District is in process of re-evaluating and strengthening our code of conduct and our disciplinary procedures.

Fiscal Impact and Timeline

There is no fiscal impact to the District and the timeline is by end of school year 15-16

2. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

a. A broad cross-section of stakeholders including parents, community representatives, local emergency agencies, teachers, student services professionals, staff and students were involved in developing the comprehensive school safety plan and emergency procedures.

Yes

b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies

Yes

c. The comprehensive school safety plan and emergency procedures have been distributed to designated administrators and staff.

In Progress

d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.

Yes

e. The district seeks input from local law enforcement on the level of local youth gang activity and incorporates relevant recommendations from the Florida Gang Reduction Strategy 2008-2012 into its safety plan.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Our plan is being reviewed and updated and will be distributed to appropriate personnel as indicated.

Fiscal Impact and Timeline

No fiscal impact to district. To be completed by end of school year 15-16.

3. The district conducts an annual review of all relevant safety issues for each educational facility.

a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility by a qualified person.

Yes

b. A certified fire safety inspector conducts an annual fire safety inspection of all educational and ancillary plants to ensure compliance with Florida law.

Yes

c. The district ensures that they report to the State Fire Marshall that the fire safety inspection has been completed.

Yes

d. An annual inspection is conducted to determine whether educational facilities comply with the State Requirements for Educational Facilities (SREF) Chapter 5 and State Fire Marshal's Rule Chapter 69A-58, Florida Administrative Code.

Yes

e. The board submits annual fire safety reports to the State Fire Marshal's Office by June 30 of each year.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

4. The district has developed emergency response procedures.

a. The district has developed a district wide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.

In Progress

b. The district has procedures for contacting all schools simultaneously in the event of a district wide emergency.

Yes

c. The district has an emergency crisis team available to each school that provides counseling and other support to aid in dealing with people's reactions, making the

adjustment after the emergency, and re-entering the school environment.

In Progress

d. The district has developed a media response plan and distributed it to each educational facility and each support service administrator. At a minimum, the plan addresses + communicating necessary information to the media and parents; + identifying established separate staging areas (e.g., specified locations) for media and parents; and + providing guidelines on how to respond to media questions and interviews.

Yes

e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools to identify protective measures and ensure National Incident Management System (NIMS) compliance. The policy requirements include the following elements: + Access Control + Emergency Equipment + Training + Communication & Notification Procedures + Coordination with Partners + Vulnerability Assessment + National Incident Management System (NIMS).

In Progress

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

We are providing additional training to new hires for ICS and NIMS. A Threat assessment team and crisis management team are being trained.

Fiscal Impact and Timeline

No fiscal cost to District. Training to be completed by end of school year 15-16.

5. The district has provided each school with an emergency checklist.

a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum, + weapons and hostage situations; + terrorist acts; + bomb threats; + hazardous materials or toxic chemical spills; + weather emergencies including hurricanes, tornadoes, severe storms, and flooding; and + exposure as a result of a manmade emergency.

Yes

b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.

In Progress

c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the local fire authority, law enforcement agencies, and other local agencies as appropriate, and includes procedures for evacuating students with disabilities.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

We are in process of improving communications within the District. We are working with law enforcement to enhance communication within the district, parent notification, and between agencies.

Fiscal Impact and Timeline

Fiscal impact is approximately $6,500.

6. The district and each school regularly practice emergency responses based on potential safety concerns at each site and develops an improvement plan based on the event/drill.

a. The district school board has developed and implemented procedures for emergency drills in accordance with state law.

Yes

b. The district uses its annual self-assessment to identify the potential hazards for each educational facility and has developed and implemented procedures for practicing responses to identified hazards.

Yes

c. The district has implemented procedures for verifying that required and planned emergency drills have been conducted.

Yes

d. Each school varies the conditions under which required emergency drills are performed such as time of day, location of hazard, etc. to ensure that students and staff are prepared for a range of scenarios.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

7. The district provides emergency response agencies with floor plans and blueprints as appropriate.

a. The district provides floor plans of each educational facility to local law enforcement agencies and fire departments.

Yes

b. The district has construction documents (plans and specifications) of each educational facility readily available for review during an emergency.

Yes

c. A back-up set of construction documents is stored in at least one other remote, secure location off-site.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

8. The district's Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate levels of safety training, including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel.

a. Curriculum at each grade level (K-12) is consistent with state statute requiring instruction in all 12 components of health education.

In Progress

b. The district has a process in place and has identified the training required for all types of school staff as well as the staff that require specialized safety training and incorporates those needs in its Master Plan for In-Service Training. This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.

In Progress

c. The district's required training in school-wide positive behavioral supports, classroom management, conflict resolution, school-based mental health, and other safety training components are included in the district's Master Plan for In-service Training.

Yes

d. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.

Yes

e. School principals can demonstrate that staff has received training based on the needs identified in the Master Plan for In-Service Training, the school's safety assessment, and the staff members' roles and responsibilities.

Yes

f. The district supplies trained personnel with the appropriate safety equipment.

Yes

g. Teachers at each grade level are provided in-service training to teach students positive social skills and violence prevention, conflict resolution, and communication/decision making skills.

Yes

h. The district has a procedure for providing instruction to parents, teachers, school administrators, counseling staff, bus operators, and school volunteers on identifying, preventing, and responding to bullying or harassment.

In Progress

i. In counties where local law enforcement has identified youth gang activity, the district provides teachers and school personnel with appropriate training such as gang awareness, conflict resolution, de-escalating methods for verbal conflicts, diversity training, self-defense training, and safe techniques to intervene in a fight.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

Discipline Policies & Code of Student Conduct

1. The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.

a. The school district is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct.

Yes

b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.

Yes

c. The code of student conduct is clearly written and avoids the use of technical terminology.

Yes

d. Parents are an integral part of the student discipline procedures and actions.

Yes

e. Parents are made aware of expectations of students and are informed of changes in a timely manner.

Yes

f. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

2. The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.

a. The district, in cooperation with local law enforcement agencies, promotes and enforces a zero tolerance policy for crime, substance abuse, and victimization that requires the district to report all violations subject to Florida law to a local law enforcement agency.

Yes

b. Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used.

In Progress

c. The district has a process in place to relocate students who are regularly dismissed from their classroom.

In Progress

d. Disciplinary policies include statements regarding anti-harassment, anti-bullying, and anti-violence policies and due process rights in accordance with state and federal laws.

Yes

e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Families.

Yes

f. Disciplinary policies include procedures governing locker searches.

Yes

g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

District is re-establishing alternative education site. District is reviewing and clarifying some language and consequences in Code of Conduct

Fiscal Impact and Timeline

Cost to re-establish alternative education site off campus is approximately $83,000 for one year. District expects to have site operational by January 2016.

School Climate & Community Outreach

1. The district has a process in place to minimize danger to students from community members, staff, or other students, and minimize danger to teachers from students.

a. The district requires each student to disclose at registration legally required information regarding the student's prior disciplinary history of expulsions, arrest resulting in a charge, and juvenile justice actions.

Yes

b. The district requires all school personnel to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance.

Yes

c. The district uses available information to track charges and convictions of students and employees from within the district as well as other school districts.

Yes

d. The district has a policy to encourage and facilitate principals, or their designees, to regularly monitor websites that identify registered sex offenders who reside in the vicinity of their school community. The district has a policy to share information on sexual predators and offenders who reside in close proximity of the school with school crossing guards, custodians and other persons who work or volunteer in student drop-off and pick-up areas or have a responsibility in access control. Additionally, the information is also made available to after school programs and other youth events that occur on the school's campus.

Yes

e. The district school board outlines the standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment.

Yes

f. The district school board, superintendent, and principal fully support the authority of each teacher and school bus driver to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom and the school bus, and the school board, superintendent, and principal have the authority to place such students in an alternative educational setting, when appropriate and available.

Yes

g. Each school has established a process to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class. Each school principal has notified each teacher in that school about the availability, the procedures, and the criteria for the placement review committee as outlined in s. 1003.32, F.S

Yes

h. The school district has a procedure to ensure that, prior to any decision to appoint or employ any person to volunteer at any place where children regularly congregate, a search of that person's name or information is made against the FDLE sexual offender/predator database.

Yes

i. The district promotes the use of state and national criminal history record background checks on volunteers who have unsupervised access to students on a one-on-one basis such as mentors.

Yes

j. The school district shall explore ways to infuse Internet safety into the curriculum, along with child abuse training for teachers in grades 1-12. Specifically the curriculum should address maltreatment and crimes against children facilitated through the Internet, computer or other technologies.

Yes

k. The district has a DOE certified policy prohibiting bullying and harassment of students and staff on school grounds, on school transportation, at school sponsored events, and through any technology which impacts the learning environment at school.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

2. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of, future violent

behavior.

a. The district teaches instructional and non-instructional staff and students the early warning signs associated with students who pose a threat of future violent behavior, how to recognize them, and what to do once they are suspected.

Yes

b. The district facilitates and encourages requests for assistance with students who exhibit early warning signs, or pose a threat of future violent behavior.

Yes

c. The district provides timely access to a team of specialists trained in evaluating behavioral and academic concerns and provides school staff training regarding such support.

In Progress

d. Schools in the district have a Student Assistance Program/Team that provides assistance for students experiencing learning and/or behavioral difficulties.

Yes

e. The district makes available psychological counseling for students exhibiting early warning signs or posing a threat of future violent behavior.

Yes

f. The district has procedures in place to maintain legal confidentiality of information regarding students exhibiting early warning signs or posing a threat of future violent behavior.

Yes

g. The district reviews and revises, as needed, the process to identify the warning signs of student violence.

In Progress

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

District will provide staff development training and create a Threat Assessment Team according to current Board Policy.

Fiscal Impact and Timeline

3. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.

a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.

Yes

b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues including issues related to Internet safety to specifically address crimes against children facilitated through the Internet, computer, or other technologies.

Yes

c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe.

Yes

d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.

Yes

e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.

N/A

f. The district has procedures in place to inform students, parents, and other community partners about its crime watch programs and school safety hotline(s).

N/A

g. The district provides safety-related information, such as the safety and security self-assessment results, in an annual report to the public and other stakeholders.

Yes

Does the District Meet the Best Practice?

In Progress

Strategies and Actions to be Taken

The District utilizes the programs available through the Franklin County Sheriff's Office to enhance their Crime Watch and safety programs.

Fiscal Impact and Timeline

Safety Programs & Curricula

1. The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.

a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.

Yes

b. Curricula and programs for improving the school culture and climate are incorporated into the classroom. The curricula and programs should address such issues as + pro-social skills; + character education; + conflict resolution; + peer mediation; and + prevention of bullying and harassment.

Yes

c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.

Yes

d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.

Yes

e. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Florida Substance Abuse Youth Survey, the Florida Youth Tobacco Survey, and the Florida Youth Risk Behavior Survey, and the results are used in assessing prevention needs.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

2. The district has Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.

a. The district has a district Safe and Drug-Free School (SDFS) advisory council or committee that participates in the development of the SDFS plan.

Yes

b. The district has Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.

Yes

c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.

Yes

d. The district regularly reviews and revises, as needed, the safe and drug-free programs and publishes a performance review of the programs supported by safe and drug free schools funds.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

3. Based on the district's prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school.

a. The district reviews and makes available to its schools sources of violence and drug prevention and other safety-related programs and curricula.

Yes

b. The school board and each school adopt violence and drug prevention, safety and health curricula and programs designed to reduce violence, increase safety, and reduce the number of violence risk factors.

Yes

c. The district and schools involve students in the planning and implementation of violence and drug prevention programs and other student efforts that contribute to school safety.

Yes

d. The district has considered a dress code or school uniform policy.

Yes

e. Students at each grade level are taught problem-solving skills, violence prevention, conflict resolution, bullying/harassment prevention, and communication/decision making skills.

Yes

f. In developing, implementing, and maintaining its safe and drug-free schools programs, the district collaborates with other governmental and private agencies as needed.

Yes

g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly.

Yes

h. The school district shall ensure that Internet safety is infused into the curriculum. Specifically, the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

4. Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of or exhibiting suicidal behavior.

a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior.

Yes

b. The district facilitates and encourages requests for assistance with students who pose a risk for suicidal behavior.

Yes

c. The district provides timely access to professional staff trained to evaluate student risk for suicidal behavior and provides training and consultation for appropriate staff.

Yes

d. The district has developed procedures for the appropriate management of students determined to be at risk for suicidal behavior, including supervision, duty to warn, and community-based referrals.

Yes

e. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization, suicide attempt, or those surviving the suicide attempt of a peer.

In Progress

Does the District Meet the Best Practice?

Strategies and Actions to be Taken

District will utilize it's mental health consultants to create procedures for students who pose a risk of suicidal behavior.

Fiscal Impact and Timeline

5. Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of or exhibiting mental health issues.

a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for mental health behavior.

Yes

b. The district facilitates and encourages requests for assistance with students who pose a risk for mental health behavior.

Yes

c. The district provides timely access to professional staff trained to evaluate student risk for mental health behavior and provides training and consultation for appropriate staff.

Yes

d. The district has developed procedures for the appropriate management of students determined to be at risk for mental health behavior, including supervision, duty to warn, and community-based referrals.

Yes

e. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization for a mental health issue, or those surviving the mental health issue of a peer.

In Progress

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

District will utilize it's mental health professionals to develop procedures for students returning from hospitalizations

Fiscal Impact and Timeline

Facilities & Equipment

1. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of safe school design principles.

a. The district incorporates Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. CPTED principles include: + natural access and control of schools and campuses; + natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery; + school and campus territorial integrity, such as securing courtyards, site lighting, building lighting; + audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored; + exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings that have open-type handrails or other architectural features to allow surveillance; + open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds that are designed so they are visible by workers at work stations inside the buildings; and + designs that will promote the prevention of school crime and violence, such as exterior architectural features without footholds or handholds on exterior walls, tamper-proof doors and locks, and non-breakable glass or shelter window protection systems. Landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Locks should be installed on roof hatches and slippery finishes should be applied to exterior pipes.

Yes

b. The district can demonstrate that Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction.

Yes

c. The district can demonstrate that whenever facilities are renovated or remodeled, safety needs are assessed and safety designs are revised or added to the facility.

Yes

d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

2. The district has procedures that govern access to each educational facility and its students, and access is limited to authorized students and visitors.

a. Access to campuses and educational facilities is limited to authorized individuals.

Yes

b. Each educational facility has a clearly marked central point for receiving and screening all visitors.

Yes

c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons.

Yes

d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time.

Yes

e. There is a key control program to account for all keys to all buildings, rooms, and gates.

No

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Key control is handled manually and keys are signed in and out. Paper records are kept of all key transactions.

Fiscal Impact and Timeline

3. The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.

a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.

Yes

b. District personnel conduct regular maintenance checks of playground equipment and ground cover surfaces, and document conditions in need of repair, replacement, or maintenance.

Yes

c. The district identifies and corrects playground deficiencies in a timely manner.

Yes

d. Playground areas are supervised when children are present and using the areas during school hours.

Yes

e. Playgrounds are located away from any public ways, service driveways, parking lots, or public sidewalks.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

4. Each educational facility has appropriate equipment to protect the safety and security of property and records.

a. Each educational facility has a security system that was selected or designed with input from security professionals.

Yes

b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.

Yes

c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records as well as basic equipment, as required by district emergency response procedures.

In Progress

d. The district ensures that school buses and other fleet equipment are adequately secured when not in use.

In Progress

Does the District Meet the Best Practice?

In Progress

Strategies and Actions to be Taken

Fiscal Impact and Timeline

5. The district provides appropriate safety equipment and information to prevent injuries to students and others.

a. Each educational facility is equipped with fully stocked first aid kits and fire extinguishers with current inspection tags.

Yes

b. The district has provided safety equipment in instructional areas with dangerous equipment or chemicals.

Yes

c. The district can demonstrate that students and school personnel are trained in safety procedures for dealing with dangerous tools, equipment, or chemicals.

Yes

d. The district supplies all necessary protective equipment to minimize the number of injuries related to athletic activities. All athletic equipment is maintained in a safe condition.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

6. The district follows environmental and food safety health practices and regulations.

a. The district follows all appropriate food safety health practices and regulations.

Yes

b. The district documents that appropriate personnel have received information and materials pertaining to their safety-related duties, rights, and responsibilities under Florida law, federal law, and OSHA.

Yes

c. The district complies with all appropriate federal and state requirements for facility safety.

Yes

d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.

Yes

e. The district distributes written emergency procedures and plans to each cafeteria site for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.

Yes

f. The district distributes written emergency procedures and plans to each school site for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

7. The district has worked with staff or members of the Campus Security component of the Regional Domestic Security Task Force to develop a Pre-incident Security Enhancement plan.

a. The district ensures that all appropriate district personnel are familiar with the National Infrastructure Protection Plan (NIPP).

Yes

b. A vulnerability assessment has been conducted on all educational and ancillary facilities.

Yes

c. The Security Plan is National Incident Management System (NIMS) compliant (see Best Practice #4 under Health & Safety Planning) and is aligned with the School Safety Plan (see Best Practice #1 under Health & Safety Planning).

Yes

d. The district has participated in a regional domestic security task force exercise.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

TRANSPORTATION

1. The district has procedures to create a safe and orderly process for students arriving at or leaving each school campus.

a. School bus service driveways at each school meet the requirements of the State Requirements for Educational Facilities (SREF) Chapter 5.

Yes

b. The district and charter schools have procedures to ensure the safety of children arriving at each school or leaving each school campus, including those who walk, ride bicycles, ride in buses, or are passengers or drivers in private vehicles.

Yes

c. Whenever feasible, existing schools are renovated to provide for separate drop-off and pick-up areas for school buses and parents' and other private passenger vehicles.

Yes

d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic.

Yes

e. Whenever feasible existing schools are renovated to provide for separation of bicycle access and bicycle parking from vehicular and pedestrian traffic.

N/A

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

2. The district has implemented policies, procedures, and practices that ensure the safety of transported students.

a. The district and charter schools have procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations.

Yes

b. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.

Yes

c. The district and each charter school monitor school bus operators' driving records and have adopted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students, and specifies consequences for those who exceed the threshold.

In Progress

d. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct and that these safety practices and rules are communicated to parents or guardians. This includes the parents' or guardians' shared responsibility for the safety of their children when they are not under district supervision while traveling to and from school or the bus stop.

In Progress

e. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies.

Yes

f. The school district has implemented procedures to ensure compliance with laws and rules related to limiting proximity of bus stops to statutorily specified sexual

offenders under conditional release.

Yes

g. The school district has a procedure to communicate to bus drivers' information regarding registered sexual offenders and predators who reside near designated bus stops.

Yes

h. The school district has a procedure to ensure that students are safely transported to and from schools and released only at approved locations and under approved circumstances.

Yes

i. The school district has implemented procedures for timely review and correction of safety hazards reported at bus stop locations; such procedures shall include consideration of the risks to students who are unaccompanied at bus stop locations.

Yes

j. The school district and charter schools inform parents, guardians and students at least annually in writing of their responsibilities and related district policies to ensure safe travel and conduct of students not under the custody and control of the school district or charter school.

Yes

Does the District Meet the Best Practice?

Strategies and Actions to be Taken

Fiscal Impact and Timeline

3. School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in

accordance with state laws and state Department of Education rules.

a. School bus operators perform pre-trip inspections of school bus safety items and correct deficiencies before buses are used to transport students, and school bus operators perform post-trip inspections to ensure no students are left on buses.

Yes

b. School bus inspections are performed at least each 30 school days, and inspectors are trained and certified, consistent with the required procedures and criteria in the Florida School Bus Safety Inspection Manual.

Yes

c. District procedures for school bus repair, maintenance, and quality control ensure that buses are only returned to service to transport students when all safety and mechanical systems meet the requirements of the Florida School Bus Safety Inspection Manual.

Yes

d. The district uses a quality control process to review, on a selective basis, the routine servicing and repair work done on vehicles in connection with the 30-day inspections and confirm the completeness of the service record.

Yes

Does the District Meet the Best Practice?

Yes

Strategies and Actions to be Taken

Fiscal Impact and Timeline

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: Bud Strange, Director of Facilities, Operations and Maintenance

DATE: October 24, 2016

The Franklin County Schools Facilitates Department has determined there is a need for the district to hire an additional part-time employee rather than rely on substitutes. The position will be advertised with preference given to individuals who have experience in the FCS Facilities Department. The employee will be entitled to benefits like all employees including retirement and insurance. The financial impact of benefits for this additional positions is estimated at $4800 for the remainder of the 2016-2017 school year.

POSTPONED**

NOV 7 2016

FRANKLIN COUNTY

SCHOOL BOARD

**Until Nov. 22 regular meeting

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 DISTRICT SCHOOLS

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Nina M Marks
Superintendent

TOGETHER EVERYONE ACHIEVES MORE

DATE: October 27, 2016

TO: Nina M. Marks, Superintendent

Franklin County School Board

FROM: Sue Summers, Special Programs Director

RE: Staff Wellness

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

On October 24, 2016 the Health and Safety Committee met and decided to use funds from the DOE Staff Wellness grant to establish an afterschool exercise class for staff. The class will meet one day per week from 3:30-4:30. Attached is a contract with Ms. BeLinda Wharton ACE certified trained who will conduct the classes.

Respectfully Submitted,

Sue Summers

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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APPROVED

NOV 7 2016

FRANKLIN COUNTY

SCHOOL BOARD

Services Agreement

This Services Agreement ("Agreement") is entered into on October 27, 2016 by and between BeLinda Wharton ("Contractor") and, Franklin County School District ("District") 85 School Road, Eastpoint, FL 32328 (Collectively "Parties"). For valuable consideration to be paid by the District to provide onsite exercise classes for staff at Franklin County PK-12 School; and in exchange of the mutual promises and covenants contained in this Agreement, the Parties agree as Follows:

1. **Term:** The term of this contract is the remainder of the 2016-2017 school year.
2. **Billing.** On a monthly basis, the Contractor will submit time sheets and sign in sheets prescribed by the District and signed by the appropriate supervisor to the Director of Special Programs for the total hours worked weekly. The time sheets shall detail the work done for the hours billed.
3. **Price of Services**. District will pay BeLinda Wharton $50.00 for each hour long exercise session.
4. **Workplace Rules, Supervision, and Evaluation.** Contractors will conduct themselves in accordance with the Franklin County District policies. Director of Special Programs is responsible for directing and supervising each Contractor.
5. Contractor shall only perform such tasks as specified in writing by the Director of Special Programs.
6. **Termination.** This Agreement may be terminated by Franklin County School District or the Contractor, with or without cause, upon written notice to the other. Upon termination by either party, Franklin County School District will pay for all services rendered by the contractor to the date of termination.
7. **Confidentiality.** The parties agree that all personally identifiable staff information is confidential and shall not be disclosed except to the staff member.
8. **Notices.** All notices and correspondence required hereunder shall be given in writing via U.S. Mail, email, or recognized national express courier, addressed to the applicable party.
9. **Amendment.** This Agreement may not be amended, except in writing executed by both parties.

IN WITNESS WHEROF, the Agreement has been executed as to the date and year first set forth above.

Contractor

_____

By: _____

Date:_____

Franklin County School District,

_____

By: Chairman

Date:_____

FRANKLIN COUNTY DISTRICT SCHOOLS

Nina M Marks
Superintendent

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



TOGETHER
EVERYONE
ACHIEVES
MORE

MEMORANDUM

APPROVED
NOV 7 2016
FRANKLIN COUNTY
SCHOOL BOARD

TO: Franklin County School Board Members

FROM: Nina M Marks, Superintendent

SUBJECT: Request for Acceptance/Approval of the Superintendent's Monthly Financial Report

DATE: **October 27, 2016**

BACKGROUND INFORMATION: The Superintendent's Monthly Financial Statement is routine in nature and represents financial transactions of the District through **September 30, 2016.**

STRATEGIC PLAN IMPACT: The Superintendent's Monthly Financial Report tracks the allocation and use of our financial resources. This helps insure that resources are focused on mastery of academic standards.

EDUCATIONAL IMPACT: Accurate financial reporting will allow school resources to be focused on student learning.

FISCAL IMPACT: This report will allow the District to monitor the financial position of its accounts.

RECOMMENDATION: Approval of the Superintendent's Monthly Report

ACTION REQUIRED: Acceptance of Superintendent's recommendation

REVIEWED AND SUBMITTED FOR APPROVAL BY: Shannon Venable, Director of Financial Services

GENERAL FUND ANALYSIS	September 2016	September 2015
REVENUES COLLECTED TO DATE:	495,539	730,629
% REVENUES COLLECTED TO DATE:	4%	7%
EXPENDITURES TO DATE:	2,702,783	2,528,019
% EXPENDITURES TO DATE:	21%	21%
% of year complete	25%	

ENDING FUND BALANCE	Projected 6/30/2017	Ended 6/30/2016
UNRESTRICTED FUND BALANCE	766,440	1,591,273
RESTRICTED FUND BALANCE	311,779	371,463
ASSIGNED FUND BALANCE	20,357	24,987
TOTAL FUND BALANCE	1,098,577	1,987,723
FUND BALANCE %	6.87%	13.81%

Chair **Nina Marks, Superintendent**

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

SUPERINTENDENT'S MONTHLY FINANCIAL REPORT

DISTRICT SUMMARY BUDGET : INCLUDES TOTAL APPROPRIATIONS

For Fiscal Year Ending June 30, 2017

Report Period: July 1, 2016 - September 30, 2016

GENERAL FUND - FUND 110

APPROPRIATIONS	Account Number	Total Appropriations	Expenditure Amount Used	Budget Balance	Percent Fiscal Yr	Percent of Budget Used
Instruction	5000					
Salaries	100	3,598,684	540,048	3,058,636	25%	15%
Employee Benefits	200	1,182,934	190,204	992,729	25%	16%
Purchased Services	300	2,978,524	721,557	2,256,967	25%	24%
Materials & Supplies	500	196,210	42,002	154,208	25%	21%
Capital Outlay	600	5,568	0	5,568	25%	0%
Other Expenses	700	68,166	5,597	62,569	25%	8%
	Total	8,030,086	1,499,409	6,530,676	25%	19%
Pupil Personnel Services	6100					
Salaries	100	113,548	22,695	90,852	25%	20%
Employee Benefits	200	38,907	7,888	31,018	25%	20%
Purchased Services	300	73,260	13,307	59,953	25%	18%
	Total	225,714	43,890	181,824	25%	19%
Instructional Media Services	6200					
Salaries	100	67,073	13,321	53,752	25%	20%
Employee Benefits	200	20,280	3,787	16,492	25%	19%
Purchased Services	300	829	829	0	25%	100%
	Total	88,182	17,938	70,244	25%	20%
Instruction&Curriculum Development Services	6300				25%	
Salaries	100	40,219	5,863	34,356	25%	15%
Employee Benefits	200	12,976	2,066	10,910	25%	16%
	Total	53,195	7,929	45,266	25%	15%
Instructional Staff Training Services	6400				25%	
Salaries	100	30,000	0	30,000	25%	0%
Employee Benefits	200	2,708	313	2,395	25%	12%
Purchased Services	300	16,210	2,605	13,605	25%	16%
	Total	48,918	2,919	46,000	25%	6%
Instruction Related Technology	6500				25%	
Salaries	100	68,331	17,348	50,983	25%	25%
Employee Benefits	200	14,627	2,720	11,907	25%	19%
Purchased Services	300	73,027	10,964	62,063	25%	15%
Materials & Supplies	500	469	0	469	25%	0%
	Total	156,454	31,033	125,421	25%	20%
Board	7100				25%	
Salaries	100	125,090	33,147	91,943	25%	26%
Employee Benefits	200	77,351	22,721	54,630	25%	29%
Purchased Services	300	152,619	75,347	77,272	25%	49%
Materials & Supplies	500	500	26	474	25%	5%
Other Expenses	700	45,000	12,718	32,282	25%	28%
	Total	400,560	143,960	256,600	25%	36%
General Administration	7200				25%	
Salaries	100	126,801	31,661	95,140	25%	25%
Employee Benefits	200	46,685	10,734	35,951	25%	23%
Materials & Supplies	500	1,085	171	914	25%	16%
Other Expenses	700	12,881	12,831	50	25%	100%
	Total	187,452	55,396	132,055	25%	30%
School Administration	7300				25%	
Salaries	100	362,808	75,028	287,780	25%	21%
Employee Benefits	200	120,580	24,452	96,127	25%	20%
Materials & Supplies	500	1,600	323	1,277	25%	20%
Other Expenses	700	4,672	3,422	1,250	25%	73%
	Total	489,660	103,225	386,435	25%	21%
Facilities Acquisition and Construction	7400	282,000	164,335	117,665	25%	58%
	Total	282,000	164,335	117,665	25%	58%
Fiscal Services	7500				25%	
Salaries	100	180,028	45,745	134,283	25%	25%
Employee Benefits	200	56,040	15,970	40,070	25%	28%
Purchased Services	300	11,205	953	10,252	25%	9%
Materials & Supplies	500	12,000	983	11,017	25%	8%
Other Expenses	700	36,525	36,385	140	25%	100%
	Total	295,798	100,037	195,761	25%	34%
Food Service	7600					
	Total	-	0	0	25%	
Central Services	7700				25%	
Salaries	100	247,787	62,626	185,161	25%	25%
Employee Benefits	200	80,784	19,100	61,684	25%	24%
Purchased Services	300	78,666	5,370	73,296	25%	7%
Materials & Supplies	500	14,030	2,032	11,998	25%	14%
Other Expenses	700	11,104	5,479	5,625	25%	49%
	Total	432,371	94,606	337,765	25%	22%
Pupil Transportation Services	7800				25%	
Salaries	100	316,385	60,824	255,561	25%	19%
Employee Benefits	200	172,477	31,116	141,361	25%	18%
Purchased Services	300	78,363	33,224	45,139	25%	42%
Energy Services	400	53,550	4,124	49,426	25%	8%
Materials & Supplies	500	96,100	7,577	88,523	25%	8%
Other Expenses	700	14,000	3,003	10,997	25%	21%
	Total	730,875	139,869	591,007	25%	19%
Operation of Plant	7900				25%	
Salaries	100	235,768	60,407	175,360	25%	26%
Employee Benefits	200	107,499	28,091	79,408	25%	26%
Purchased Services	300	189,226	72,504	116,722	25%	38%
Energy Services	400	346,150	54,082	292,068	25%	16%
Materials & Supplies	500	50,835	10,327	40,508	25%	20%
Capital Outlay	600	15,300	0	15,300	25%	0%
Other Expenses	700	11,000	4,152	6,848	25%	38%
	Total	955,777	229,564	726,213	25%	24%
Maintenance of Plant	8100				25%	
Salaries	100	133,252	33,313	99,939	25%	25%
Employee Benefits	200	49,636	12,146	37,490	25%	24%
Purchased Services	300	16,222	1,823	14,399	25%	11%
Energy Services	400	10,000	1,965	8,035	25%	20%
Materials & Supplies	500	48,221	10,967	37,254	25%	23%
	Total	257,330	60,213	197,117	25%	23%
Administrative Technology Services	8200			0	25%	
Purchased Services	300	34,505	8,459	26,047	25%	25%
	Total	34,505	8,459	26,047	25%	25%
TOTAL APPROPRIATIONS		12,668,877	2,702,783	9,966,094	25%	21%
		Total Appropriations	Budgeted Amount Used	Budget Balance	Percent Fiscal Yr	Percent of Budget Used

Fund Balance 06/30/17	311,779	Restricted	
	766,440	Unrestricted	6.87%
	20,357	Assigned	
	1,098,577	Total	

SUPERINTENDENT'S MONTHLY FINANCIAL REPORT

DISTRICT SUMMARY BUDGET : **DEBT SERVICE FUNDS**

For Fiscal Year Ending June 30, 2017

Report Period: July 1, 2016 - September 30, 2016

Debt Service - Special Act Bonds Fund 220						
Appropriations	Account Number	Appropriations Budgeted	Expenditures	Budget Balance	Percent Fiscal Yr	Percent of Budget Used
Transfers Out					25%	
To General Fund	910	306,000	0	306,000	25%	0%
Total		0	0	0	25%	100%
Debt Service - Special Act Bonds Fund 220			**Ending Fund Balance 06/30/17**			**24**

Debt Service - Sinking Fund 290						
Appropriations	Account Number	Appropriations Budgeted	Expenditures	Budget Balance	Percent Fiscal Yr	Percent of Budget Used
Debt Service Function 9200					25%	
Redemption of Principal	710	1,119,192	0	1,119,192	25%	0%
Interest	720	418,549	0	418,549	25%	0%
Total		1,537,740	0	1,537,740	25%	0%
Transfers Out					25%	
To General Fund	910			0	25%	
Total Transfers Out		0	0	0	25%	0%
Debt Service - Sinking Fund 290			**Ending Fund Balance 06/30/17**			**875**

SUPERINTENDENT'S MONTHLY FINANCIAL REPORT

CAPITAL PROJECTS FUNDS

DISTRICT SUMMARY BUDGET :
For Fiscal Year Ending June 30, 2017

Report Period: July 1, 2016 - September 30, 2016

Public Education Capital Outlay Fund 340						
Appropriations - Function 7400	**Account Number**	**Appropriations Budgeted**	**Expenditures**	**Budget Balance**	**Percent Fiscal Yr**	**Percent of Budget Used**
Remodeling and Renovations	680	133,962		133,962	25%	0%
Other Expenses	700			0	25%	
Total Appropriations		133,962	0	133,962	25%	0%
Transfers Out					25%	
To General Fund	910	0		0	25%	0%
Total Transfers Out		0	0	0	25%	0%
Total		133,962	0	133,962	25%	0%
Public Education Capital Outlay Fund 340				**Ending Fund Balance 06/30/17**		**-**

Capital Outlay and Debt Service Fund 360					
	Beginning Fund Balance 7/1/2016	Expenses	Revenue & Fund Transfers	Fund Balance 6/30/2017	
Original Budget	350,530	395,530	45,000	0	
Capital Outlay and Debt Service Fund 360				**Ending Fund Balance 06/30/17**	**0**

Local Capital Improvement Fund 370						
Appropriations - Function 7400	**Account Number**	**Appropriations Budgeted**	**Expenditures**	**Budget Balance**	**Percent Fiscal Yr**	**Percent of Budget Used**
Audiovisual Materials	620	-		0	25%	
Buildings and Fixed Equipment	630	150,000		150,000	25%	0%
Furniture, Fixtures, and Equipment	640	50,000	1,357	48,643	25%	3%
Motor Vehicles	650	609,730		609,730	25%	
Improvements other than Buildings	670	93,000	3,416	89,584	25%	
Remodeling and Renovations	680	147,270	18,353	128,917	25%	12%
Computer Software	691			0	25%	
Total Appropriations		1,050,000	23,126	1,026,874	25%	2%
Transfers Out					25%	
To General Fund	910	281,989		281,989	25%	0%
To Debt Service Funds	920	1,537,740		1,537,740	25%	0%
Total Transfers Out		1,819,729	0	1,819,729	25%	0%
Total		2,869,729	23,126	2,846,603	25%	1%
Local Capital Improvement Fund 370				**Ending Fund Balance 06/30/17**		**1,678,819**

Other Capital Projects Fund 390						
Appropriations	**Account Number**	**Appropriations Budgeted**	**Expenditures**	**Budget Balance**	**Percent Fiscal Yr**	**Percent of Budget Used**
7400 Remodeling and Renovations	680	154,958		154,958	25%	0%
Total Appropriations		154,958	0	154,958	25%	0%
Total		154,958	0	154,958	25%	0%
Other Capital Projects Fund 390				**Ending Fund Balance 06/30/17**		**-**

SUPERINTENDENT'S MONTHLY FINANCIAL REPORT

SPECIAL REVENUE FUNDS

DISTRICT SUMMARY BUDGET :

For Fiscal Year Ending June 30, 2017

Report Period: July 1, 2016 - September 30, 2016

Food Services - Fund 410						
Appropriations - Function 7600	**Account Number**	**Appropriations Budgeted**	**Expenditures**	**Budget Balance**	**Percent Fiscal Yr**	**Percent of Budget Used**
Salaries	100	275,240	56,601	218,639	25%	21%
Employee Benefits	200	131,846	25,991	105,855	25%	20%
Purchased Services	300	107,051	15,422	91,629	25%	14%
Energy Services	400	2,500	197	2,303	25%	8%
Materials & Supplies	500	481,843	50,495	431,348	25%	10%
Capital Outlay	600	5,700	0	5,700	25%	0%
Other Expenses	700	192,644	25,876	166,769	25%	13%
Total Appropriations		1,196,825	174,581	1,022,244	25%	15%
Food Services - Fund 410				**Ending Fund Balance 06/30/17**		**339,697**

Federal Programs - Fund 420						
Appropriations	**Account Number**	**Appropriations Budgeted**	**Expenditures**	**Budget Balance**	**Percent Fiscal Yr**	**Percent of Budget Used**
Instruction	5000					
Salaries	100	700,645	103,107	597,538	25%	15%
Employee Benefits	200	140,733	20,278	120,456	25%	14%
Purchased Services	300	91,169	7,250	83,919	25%	8%
Materials & Supplies	500	39,391	4,511	34,880	25%	0%
Capital Outlay	600	0	0	0	25%	
Other Expenses	700	3,000	0	3,000	25%	0%
	Total	974,938	135,146	839,792	25%	14%
Pupil Personnel Services	6100					
Salaries	100	0	0	0	25%	
Employee Benefits	200	0	0	0	25%	
Purchased Services	300	82,125	7,262	74,863	25%	9%
Materials & Supplies	500	5,638	0	5,638	25%	0%
Capital Outlay	600			0	25%	
Other Expenses	700	1,483	0	1,483	25%	0%
	Total	89,246	7,262	81,984	25%	8%
Instruction&Curriculum Development Services	6300					
Salaries	100	119,286	23,854	95,432	25%	20%
Employee Benefits	200	35,292	6,925	28,367	25%	20%
Purchased Services	300	23,700	4,000	19,700	25%	17%
	Total	178,278	34,779	143,499	25%	20%
Instructional Staff Training Services	6400				25%	
Salaries	100	84,022	5,500	78,522	25%	7%
Employee Benefits	200	6,587	412	6,175	25%	6%
Purchased Services	300	41,414	6,669	34,745	25%	16%
Energy Services	400	300	0	300	25%	0%
Materials & Supplies	500	6,188	0	6,188	25%	0%
Other Expenses	700	12,218	1,197	11,021	25%	10%
	Total	150,729	13,778	136,951	25%	9%
General Adminstration	7200				25%	
Other Expenses	700	43,396	0	43,396	25%	0%
	Total	43,396	0	43,396	25%	0%
School Administration	7300				25%	
Purchased Services	300			0	25%	
Materials & Supplies	500	470	0	470	25%	0%
	Total	470	0	470	25%	0%
Central Services	7700				25%	
Purchased Services	300	5,318	853	4,465	25%	16%
Materials & Supplies	500	1,091	443	648	25%	41%
Capital Outlay	600	0		0	25%	
Other Expenses	700	830		830	25%	0%
	Total	7,239	1,297	5,943	25%	18%
Pupil Transportation Services	7800				25%	
Salaries	100	8,079	1,737	6,341	25%	22%
Employee Benefits	200	4,660	801	3,860	25%	17%
Purchased Services	300	3,326	1,711	1,616	25%	51%
	Total	16,065	4,248	11,817	25%	26%
Operation of the Plant	7900				25%	
Salaries	100	12,206	1,727	10,479	25%	14%
Employee Benefits	200	933	132	800	25%	14%
	Total	13,138	1,859	11,279	25%	
Sequestration Funds						
Total Appropriations		1,473,500	198,369	1,275,131	25%	13%
Federal Programs - Fund 420						

FRANKLIN COUNTY SCHOOL BOARD
BUDGET AMENDMENT #2
FOR THE FISCAL YEAR ENDING 6/30/17

GENERAL FUND (100) ***September 30, 2016***

ESTIMATED REVENUE

Source	Present Budget	Increase	Decrease	Revised Budget
Federal Thru State	100,000.00	-	-	100,000.00
State Revenue	2,266,029.00	-	27,533.00	2,238,496.00
Local Revenue	8,785,630.00	31,973.41	-	8,817,603.41
Transfers In	623,630.87	-	-	623,630.87
Other Financing Sources		-	-	
Total Rev and Financing Sources	**11,775,289.87**	**31,973.41**	**27,533.00**	**11,779,730.28**
Reserved Fund Balance (7/1/16)	396,450.03	-	-	396,450.03
Unreserved Fund Balance (7/1/16)	1,591,272.97	-	-	1,591,272.97
Total Revenue, Other Financing Sources & Fund Balance	**13,763,012.87**	**31,973.41**	**27,533.00**	**13,767,453.28**

APPROPRIATIONS

Function/Object	Revised Budget	Increase	Decrease	Revised Budget
5000-100	3,549,184.00	49,500.00	-	3,598,684.00
-200	1,175,803.96	7,129.60	-	1,182,933.56
-300	3,010,110.57	-	31,587.00	2,978,523.57
-400		-	-	
-500	192,993.85	3,216.40	-	196,210.25
-600	5,568.00	-	-	5,568.00
-700	71,797.13	-	3,630.78	68,166.35
Total	8,005,457.51	59,846.00	35,217.78	8,030,085.73
6100-100	113,547.59	-	-	113,547.59
-200	38,906.79	-	-	38,906.79
-300	73,259.50	-	-	73,259.50
-400		-	-	-
-500	-	-	-	-
-600		-	-	-
-700		-	-	-
Total	225,713.88	-	-	225,713.88
6200-100	55,046.00	12,027.00	-	67,073.00
-200	15,793.84	4,485.69	-	20,279.53
-300	829.00	-	-	829.00
-400		-	-	
-500	-	-	-	-
-600	-	-	-	-
-700	-	-	-	-
Total	71,668.84	16,512.69	-	88,181.53
6300-100	40,219.00	-	-	40,219.00
-200	12,975.93	-	-	12,975.93
-300	-	-	-	-
-400		-	-	
-500		-	-	-
-600		-	-	-
-700		-	-	
Total	53,194.93	-	-	53,194.93
6400-100	30,000.00	-	-	30,000.00
-200	2,708.44	-	-	2,708.44
-300	16,210.00	-	-	16,210.00
-400		-	-	
-500		-	-	
-600		-	-	
-700		-	-	-
Total	48,918.44	-	-	48,918.44
6500-100	63,331.00	5,000.00	-	68,331.00
-200	14,627.21	-	-	14,627.21
-300	67,496.00	5,531.01	-	73,027.01
-400		-	-	
-500		468.99	-	468.99
-600		-	-	
-700		-	-	-
Total	145,454.21	11,000.00	-	156,454.21
7100-100	125,090.00	-	-	125,090.00
-200	77,351.11	-	-	77,351.11
-300	152,618.98	-	-	152,618.98
-400	-	-	-	
-500	500.00	-	-	500.00
-600	-	-	-	
-700	45,000.00	-	-	45,000.00
Total	400,560.09	-	-	400,560.09
7200-100	124,001.00	2,800.00	-	126,801.00
-200	38,968.16	7,716.84	-	46,685.00
-300	-	-	-	
-400	-	-	-	
-500	1,085.00	-	-	1,085.00
-600	-	-	-	
-700	11,671.86	1,208.65	-	12,880.51
Total	175,726.02	11,725.49	-	187,451.51
7300-100	362,808.00	-	-	362,808.00
-200	120,579.58	-	-	120,579.58
-300	-	-	-	
-400	-	-	-	
-500	700.00	900.00	-	1,600.00
-600	-	-	-	
-700	1,250.00	3,422.13	-	4,672.13
Total	485,337.58	4,322.13	-	489,659.71
7400-600	282,000.00	-	-	282,000.00
Total	282,000.00	-	-	282,000.00

FRANKLIN COUNTY SCHOOL BOARD
BUDGET AMENDMENT #2
FOR THE FISCAL YEAR ENDING 6/30/17

GENERAL FUND (100) ***September 30, 2016***

ESTIMATED REVENUE				
Source	**Present Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State	100,000.00	-	-	100,000.00
State Revenue	2,266,029.00	-	27,533.00	2,238,496.00
Local Revenue	8,785,630.00	31,973.41	-	8,817,603.41
Transfers In	623,630.87	-	-	623,630.87
Other Financing Sources		-	-	
Total Rev and Financing Sources	**11,775,289.87**	**31,973.41**	**27,533.00**	**11,779,730.28**
Reserved Fund Balance (7/1/16)	396,450.03	-	-	396,450.03
Unreserved Fund Balance (7/1/16)	1,591,272.97	-	-	1,591,272.97
Total Revenue, Other Financing Sources & Fund Balance	**13,763,012.87**	**31,973.41**	**27,533.00**	**13,767,453.28**
7500-100	180,028.00	-	-	180,028.00
-200	56,039.85	-	-	56,039.85
-300	11,205.00	-	-	11,205.00
-400	-	-	-	
-500	12,000.00	-	-	12,000.00
-600	-	-	-	-
-700	36,525.03	-	-	36,525.03
Total	295,797.88	-	-	295,797.88
7700-100	247,787.00	-	-	247,787.00
-200	80,783.84	-	-	80,783.84
-300	77,716.00	950.00	-	78,666.00
-400	-	-	-	
-500	14,030.00	-	-	14,030.00
-600	-	-	-	
-700	11,104.32	-	-	11,104.32
Total	431,421.16	950.00	-	432,371.16
7800-100	316,385.00	-	-	316,385.00
-200	172,476.59	-	-	172,476.59
-300	78,363.47	-	-	78,363.47
-400	53,550.00	-	-	53,550.00
-500	96,100.00	-	-	96,100.00
-600	-	-	-	
-700	14,000.00	-	-	14,000.00
Total	730,875.06	-	-	730,875.06
7900-100	235,767.50	-	-	235,767.50
-200	107,498.92	-	-	107,498.92
-300	189,225.96	-	-	189,225.96
-400	346,150.00	-	-	346,150.00
-500	50,835.00	-	-	50,835.00
-600		15,300.00	-	15,300.00
-700	11,000.00	-	-	11,000.00
Total	940,477.38	15,300.00	-	955,777.38
8100-100	133,251.50	-	-	133,251.50
-200	49,635.53	-	-	49,635.53
-300	16,222.07	-	-	16,222.07
-400	10,000.00	-	-	10,000.00
-500	48,220.77	-	-	48,220.77
-600		-	-	-
-700	-	-	-	-
Total	257,329.87	-	-	257,329.87
8200-100		-	-	-
-200		-	-	
-300	34,505.40	-	-	34,505.40
-400		-	-	
-500	-	-	-	-
-600		-	-	
-700		-	-	
Total	34,505.40	-	-	34,505.40
Total Appropriations	**12,584,438.25**	**119,656.31**	**35,217.78**	**12,668,876.78**
Other Financing Uses				
Transfers Out (9700-900)		-	-	
		-	-	
Total Other Financing Uses	-	-	-	-
Assigned Fund Balance (6/30/16)	38,692.54	-	18,335.23	20,357.31
Reserved Fund Balance (6/30/17)	391,754.18	-	79,975.18	311,779.00
Unreserved Fund Balance (6/30/17)	748,127.90	18,312.29	-	766,440.19
Ending Fund Balance (6/30/17)	1,178,574.62	18,312.29	79,975.18	1,098,576.50
Unreserved Fund Balance %	6.71%			6.87%
Total Appropriations, Other Financing Uses and Fund Balance	**13,763,012.87**	**137,968.60**	**115,192.96**	**13,767,453.28**

FRANKLIN COUNTY SCHOOL BOARD
BUDGET AMENDMENT #2
FOR THE FISCAL YEAR ENDING 6/30/17

Capital Project Fund 340 - Public Education Capital Outlay				*September 30, 2016*
ESTIMATED REVENUE				
Source	**Present Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State		-	-	
State Revenue	180,642.00	-	46,680.00	133,962.00
Local Revenue		-	-	
Transfers In		-	-	
Other Financing Sources		-	-	-
Total Rev and Financing Sources	**180,642.00**	**-**	**46,680.00**	**133,962.00**
Reserved Fund Balance (7/1/16)	-	-	-	-
Unreserved Fund Balance (7/1/16)	-	-	-	-
Total Revenue, Other Financing Sources & Fund Balance	**180,642.00**	**-**	**46,680.00**	**133,962.00**

APPROPRIATIONS				
Function 7400 /Object 600	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
7400-100		-	-	
-600	145,000.00	-	46,680.00	98,320.00
Total	145,000.00	-	46,680.00	98,320.00
Total Appropriations	**145,000.00**	**-**	**46,680.00**	**98,320.00**
Other Financing Uses				
Transfers Out (9700-900)	35,642.00	-	-	35,642.00
Total Other Financing Uses	**35,642.00**	**-**	**-**	**35,642.00**
Reserved Fund Balance (6/30/17)	-	-	-	-
Unreserved Fund Balance (6/30/17)	-	-	-	-
Ending Fund Balance (6/30/17)	**-**	**-**	**-**	**-**
Total Appropriations, Other Financing Uses and Fund Balance	**180,642.00**	**-**	**46,680.00**	**133,962.00**

Capital Project Fund 360 - Capital Outlay and Debt Service				*September 30, 2016*
ESTIMATED REVENUE				
Source	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State		-	-	
State Revenue	45,000.00	-	-	45,000.00
Local Revenue	-	-	-	-
Transfers In		-	-	
Other Financing Sources	-	-	-	-
Total Rev and Financing Sources	**45,000.00**	**-**	**-**	**45,000.00**
Reserved Fund Balance (7/1/16)	350,530.46	-	-	350,530.46
Unreserved Fund Balance (7/1/16)	-	-	-	-
Total Revenue, Other Financing Sources & Fund Balance	**395,530.46**	**-**	**-**	**395,530.46**

APPROPRIATIONS				
Function 7400 /Object 600	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
7400-600	395,530.46	-	-	395,530.46
Total	395,530.46	-	-	395,530.46
9200-700		-	-	-
Total	-	-	-	-
Total Appropriations	**395,530.46**	-	-	**395,530.46**
Other Financing Uses				
Transfers Out (9700-900)	-	-	-	-
Total Other Financing Uses	**-**	**-**	**-**	**-**
Reserved Fund Balance (6/30/17)	-	-	-	-
Unreserved Fund Balance (6/30/17)	-	-	-	-
Ending Fund Balance (6/30/17)	**-**	**-**	**-**	**-**
Total Appropriations, Other Financing Uses and Fund Balance	**395,530.46**	**-**	**-**	**395,530.46**

FRANKLIN COUNTY SCHOOL BOARD
BUDGET AMENDMENT #2
FOR THE FISCAL YEAR ENDING 6/30/17

Capital Project Fund 370 - Local Capital Improvement Fund ***September 30, 2016***

ESTIMATED REVENUE				
Source	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State		-	-	
State Revenue	-	-	-	-
Local Revenue	1,809,180.00	6,731.24	-	1,815,911.24
Transfers In		-	-	
Other Financing Sources		-	-	
Total Rev and Financing Sources	**1,809,180.00**	**6,731.24**	**-**	**1,815,911.24**
Reserved Fund Balance (7/1/16)	2,732,636.46	-	-	2,732,636.46
Unreserved Fund Balance (7/1/16)	-	-	-	-
Total Revenue, Other Financing Sources & Fund Balance	**4,541,816.46**	**6,731.24**	**-**	**4,548,547.70**

APPROPRIATIONS				
Function 7400 /Object 600	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
Total	1,050,000.00	-	-	1,050,000.00
Total Appropriations	**1,050,000.00**	-	-	**1,050,000.00**
Other Financing Uses				
Transfers Out (9700-900)	1,819,728.93	-	-	1,819,728.93
Total Other Financing Uses	**1,819,728.93**	**-**	**-**	**1,819,728.93**
Reserved Fund Balance (6/30/17)	1,672,087.53	6,731.24	-	1,678,818.77
Unreserved Fund Balance (6/30/17)	-	-	-	-
Ending Fund Balance (6/30/17)	**1,672,087.53**	**6,731.24**	**-**	**1,678,818.77**
Total Appropriations, Other Financing Uses and Fund Balance	**4,541,816.46**	**6,731.24**	**-**	**4,548,547.70**

Capital Project Fund 390 - Other Capital Improvements ***September 30, 2016***

ESTIMATED REVENUE				
Source	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State		-	-	
State Revenue	145,078.00	-	-	145,078.00
Local Revenue	-	-	-	-
Transfers In		-	-	
Other Financing Sources	-	-	-	-
Total Rev and Financing Sources	**145,078.00**	**-**	**-**	**145,078.00**
Reserved Fund Balance (7/1/16)	9,880.49	-	-	9,880.49
Unreserved Fund Balance (7/1/16)	-	-	-	-
Total Revenue, Other Financing Sources & Fund Balance	**154,958.49**	**-**	**-**	**154,958.49**

APPROPRIATIONS				
Function 7400 /Object 600	**Revised Budget**	**Increase**	**Decrease**	**Revised Budget**
7400-100		-	-	
-600	154,958.49	-	-	154,958.49
Total	154,958.49	-	-	154,958.49
Total Appropriations	**154,958.49**	-	-	**154,958.49**
Other Financing Uses				
Transfers Out (9700-900)	-	-	-	-
Total Other Financing Uses	**-**	**-**	**-**	**-**
Reserved Fund Balance (6/30/17)	-	-	-	-
Unreserved Fund Balance (6/30/17)	-	-	-	-
Ending Fund Balance (6/30/17)	**-**	**-**	**-**	**-**
Total Appropriations, Other Financing Uses and Fund Balance	**154,958.49**	**-**	**-**	**154,958.49**

FRANKLIN COUNTY SCHOOL BOARD
BUDGET AMENDMENT #2
FOR THE FISCAL YEAR ENDING 6/30/17

Special Revenue Fund - School Food Service Fund 410 ***September 30, 2016***

ESTIMATED REVENUE				
Source	**Present Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State	1,031,000.00	-	-	1,031,000.00
State Revenue	15,500.00	-	-	15,500.00
Local Revenue	60,500.00	-	-	60,500.00
Transfers In		-	-	
Other Financing Sources	-	-	-	-
Total Rev and Financing Sources	**1,107,000.00**	**-**	**-**	**1,107,000.00**
Reserved Fund Balance (7/1/16)	429,522.08	-	-	429,522.08
Unreserved Fund Balance (7/1/16)	-	-	-	
Total Revenue, Other Financing Sources & Fund Balance	**1,536,522.08**	**-**	**-**	**1,536,522.08**

APPROPRIATIONS				
Function 7600 Objects:	**Present Budget**	**Increase**	**Decrease**	**Revised Budget**
-100	275,240.00	-	-	275,240.00
-200	131,846.16	-	-	131,846.16
-300	106,751.31	300.00	-	107,051.31
-400	2,500.00	-	-	2,500.00
-500	482,143.05	-	300.00	481,843.05
-600	3,220.32	2,479.68	-	5,700.00
-700	192,644.40	-	-	192,644.40
Total	1,194,345.24	2,779.68	300.00	1,196,824.92

Total Appropriations	**1,194,345.24**	**2,779.68**	**300.00**	**1,196,824.92**

Other Financing Uses				
Transfers Out (9700-900)		-	-	
Total Other Financing Uses	**-**	**-**	**-**	**-**

Reserved Fund Balance (6/30/17)	342,176.84	-	2,479.68	339,697.16
Unreserved Fund Balance (6/30/17)		-	-	-
Ending Fund Balance (6/30/17)	**342,176.84**		**-**	**339,697.16**

Total Appropriations, Other Financing Uses and Fund Balance	**1,536,522.08**	**2,779.68**	**300.00**	**1,536,522.08**

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FRANKLIN COUNTY SCHOOL BOARD
BUDGET AMENDMENT #2
FOR THE FISCAL YEAR ENDING 6/30/16

Special Revenue Fund 420 - Federal Programs ***September 30, 2016***

ESTIMATED REVENUE				
Source	**Present Budget**	**Increase**	**Decrease**	**Revised Budget**
Federal Thru State	1,430,749.75	42,750.00	-	1,473,499.75
Total Rev and Financing Sources	**1,430,749.75**	**42,750.00**	**-**	**1,473,499.75**
Reserved Fund Balance (7/1/15)		-	-	-
Unreserved Fund Balance (7/1/15)		-	-	-
Total Revenue, Other Financing Sources & Fund Balance	**1,430,749.75**	**42,750.00**	**-**	**1,473,499.75**

APPROPRIATIONS				
Function/Object	**Present Budget**	**Increase**	**Decrease**	**Revised Budget**
5000-100	701,197.64	-	552.87	700,644.77
-200	140,537.54	195.87	-	140,733.41
-300	91,169.00	-	-	91,169.00
-400		-	-	
-500	38,767.01	623.98	-	39,390.99
-600	-	-	-	-
-700	4,400.00	-	1,400.00	3,000.00
Total	976,071.19	819.85	1,952.87	974,938.17
6100-100	-	-	-	-
-200	-	-	-	-
-300	44,456.00	37,669.00	-	82,125.00
-400		-	-	
-500	2,692.00	2,946.00	-	5,638.00
-600		-	-	
-700	1,483.00	-	-	1,483.00
Total	48,631.00	40,615.00	-	89,246.00
6300-100	119,285.87	-	-	119,285.87
-200	35,292.34	-	-	35,292.34
-300	23,700.00	-	-	23,700.00
Total	178,278.21	-	-	178,278.21
6400-100	96,608.00	-	12,586.00	84,022.00
-200	6,587.22	-	-	6,587.22
-300	33,797.78	7,616.00	-	41,413.78
-400	300.00	-	-	300.00
-500	6,188.00	-	-	6,188.00
-600	-	-	-	-
-700	6,556.00	5,662.00	-	12,218.00
Total	150,037.00	13,278.00	12,586.00	150,729.00
7200-100	-	-	-	-
-700	42,921.98	473.55	-	43,395.53
Total	42,921.98	473.55	-	43,395.53
7300-100	-	-	-	-
-300	-	-	-	-
-400		-	-	
-500	470.00	-	-	470.00
Total	470.00	-	-	470.00
7700-100	-	-	-	-
-200	-	-	-	-
-300	4,045.85	1,272.47	-	5,318.32
-500	1,091.03	-	-	1,091.03
-600	-	-	-	-
-700	-	830.00	-	830.00
Total	5,136.88	2,102.47	-	7,239.35
7800-100	8,078.50	-	-	8,078.50
-200	4,660.28	-	-	4,660.28
-300	3,326.40	-	-	3,326.40
-500		-	-	
-600		-	-	
-700		-	-	
Total	16,065.18	-	-	16,065.18
7900-100	12,205.72	-	-	12,205.72
-200	932.59	-	-	932.59
-300		-	-	
-400		-	-	
-500		-	-	
-600		-	-	
-700	-	-	-	-
Total	13,138.31	-	-	13,138.31

Total Appropriations	**1,430,749.75**	**57,288.87**	**14,538.87**	**1,473,499.75**
Reserved Fund Balance (6/30/16)		-	-	
Unreserved Fund Balance (6/30/16)		-	-	
Ending Fund Balance (6/30/16)	**-**		**-**	**-**
Total Appropriations, Other Financing Uses and Fund Balance	**1,430,749.75**	**57,288.87**	**14,538.87**	**1,473,499.75**

Revenue Report

September 2016 - 2017

Fund	Revenue	Year	Budgeted	Collected Non-Accrual	Collected against an Accrual	Accrued Recievable	Balance	Percent	
110	202	2016 - 2017	100,000.00	46,833.47	0.00	0.00	53,166.53	53.17	
110	310	2016 - 2017	701,524.00	60,512.00	0.00	0.00	641,012.00	91.37	
110	315	2016 - 2017	73,197.00	18,300.00	0.00	0.00	54,897.00	75.00	
110	342	2016 - 2017	100,000.00	0.00	0.00	0.00	100,000.00	100.00	
110	343	2016 - 2017	4,300.00	954.61	0.00	0.00	3,345.39	77.80	
110	344	2016 - 2017	3,858.00	0.00	0.00	0.00	3,858.00	100.00	
110	355	2016 - 2017	1,251,717.00	312,930.00	0.00	0.00	938,787.00	75.00	
110	371	2016 - 2017	100,000.00	4,571.91	0.00	0.00	95,428.09	95.43	
110	399	2016 - 2017	3,900.00	2,437.00	0.00	0.00	1,463.00	37.51	
110	411	2016 - 2017	8,625,578.41	0.00	0.00	0.00	8,625,578.41	100.00	
110	422	2016 - 2017	86,025.00	0.00	0.00	0.00	86,025.00	100.00	
110	425	2016 - 2017	0.00	2,143.76	0.00	0.00	-2,143.76	0.00	
110	430	2016 - 2017	4,000.00	0.00	0.00	0.00	4,000.00	100.00	
110	431	2016 - 2017	0.00	1,511.19	0.00	0.00	-1,511.19	0.00	
110	461	2016 - 2017	0.00	342.00	0.00	0.00	-342.00	0.00	
110	467	2016 - 2017	0.00	232.50	0.00	0.00	-232.50	0.00	
110	471	2016 - 2017	20,000.00	5,852.00	0.00	0.00	14,148.00	70.74	
110	490	2016 - 2017	82,000.00	0.00	0.00	0.00	82,000.00	100.00	
110	491	2016 - 2017	0.00	5,456.53	0.00	0.00	-5,456.53	0.00	
110	495	2016 - 2017	0.00	33,461.79	0.00	0.00	-33,461.79	0.00	
110	620	2016 - 2017	306,000.00	0.00	0.00	0.00	306,000.00	100.00	
110	630	2016 - 2017	317,630.87	0.00	0.00	0.00	317,630.87	100.00	
220	341	2016 - 2017	306,000.00	0.00	0.00	0.00	306,000.00	100.00	
220	431	2016 - 2017	0.00	0.03	0.00	0.00	-0.03	0.00	
290	431	2016 - 2017	0.00	0.37	0.00	0.00	-0.37	0.00	
290	630	2016 - 2017	1,537,740.06	0.00	0.00	0.00	1,537,740.06	100.00	
340	391	2016 - 2017	35,642.00	0.00	0.00	0.00	35,642.00	100.00	
340	397	2016 - 2017	98,320.00	9,832.00	0.00	0.00	88,488.00	90.00	
360	321	2016 - 2017	45,000.00	0.00	0.00	0.00	45,000.00	100.00	
360	431	2016 - 2017	0.00	634.44	0.00	0.00	-634.44	0.00	
370	413	2016 - 2017	1,809,179.69	0.00	0.00	0.00	1,809,179.69	100.00	
370	431	2016 - 2017	0.00	4,729.88	0.00	0.00	-4,729.88	0.00	
390	392	2016 - 2017	145,078.00	0.00	0.00	0.00	145,078.00	100.00	
390	431	2016 - 2017	0.00	11.22	0.00	0.00	-11.22	0.00	
410	260	2016 - 2017	945,000.00	0.00	0.00	0.00	945,000.00	100.00	
410	261	2016 - 2017	0.00	44,187.12	0.00	0.00	-44,187.12	0.00	
410	262	2016 - 2017	0.00	21,904.50	0.00	0.00	-21,904.50	0.00	
410	263	2016 - 2017	0.00	2,585.16	0.00	0.00	-2,585.16	0.00	
410	264	2016 - 2017	0.00	1,412.52	0.00	0.00	-1,412.52	0.00	
410	265	2016 - 2017	86,000.00	0.00	0.00	0.00	86,000.00	100.00	
410	266	2016 - 2017	0.00	102.81	0.00	0.00	-102.81	0.00	
410	267	2016 - 2017	0.00	18,660.33	0.00	0.00	-18,660.33	0.00	

Fund	Revenue	Year	Budgeted	Collected Non-Accrual	Collected against an Accrual	Accrued Recievable	Balance	Percent	
410	337	2016 - 2017	8,300.00	0.00	0.00	0.00	8,300.00	100.00	
410	338	2016 - 2017	7,200.00	0.00	0.00	0.00	7,200.00	100.00	
410	430	2016 - 2017	500.00	0.00	0.00	0.00	500.00	100.00	
410	431	2016 - 2017	0.00	200.40	0.00	0.00	-200.40	0.00	
410	450	2016 - 2017	60,000.00	0.00	0.00	0.00	60,000.00	100.00	
410	451	2016 - 2017	0.00	4,961.73	0.00	0.00	-4,961.73	0.00	
410	453	2016 - 2017	0.00	2,479.85	0.00	0.00	-2,479.85	0.00	
410	454	2016 - 2017	0.00	7,627.86	0.00	0.00	-7,627.86	0.00	
410	456	2016 - 2017	0.00	102.73	0.00	0.00	-102.73	0.00	
420	201	2016 - 2017	56,178.00	2,717.30	0.00	0.00	53,460.70	95.16	
420	225	2016 - 2017	88,940.00	8,922.11	0.00	0.00	80,017.89	89.97	
420	230	2016 - 2017	340,321.00	19,835.23	0.00	0.00	320,485.77	94.17	
420	240	2016 - 2017	533,183.00	27,519.54	0.00	0.00	505,663.46	94.84	
420	299	2016 - 2017	454,877.75	70,534.92	0.00	0.00	384,342.83	84.49	
		Page Totals	**13,802,432.34**	**506,005.60**	**0.00**	**0.00**	**13,296,426.74**	**96.33**	
		Grand Totals	**18,337,189.78**	**744,500.81**	**0.00**	**0.00**	**17,592,688.97**	**95.94**	

EMPLOYEE WITH SUBS
FROM 160901 TO 160930

CNTR	TEACHER LAST	TEACHER FIRST	DATE	TEACHER SSN	NAME		SSN	RUN	REASON	HOURS
0091	ALLEN	CAROL	16/09/28	019150449	BUTLER	DAVID	019110475	007	SK	7.50
TCH-LAST TOTAL										7.50
0091	ANDERSON	SHARON	16/09/14	019169100	FURTAK	SHAROL	019167923	006	SK	7.50
0091	ANDERSON	SHARON	16/09/27	019169100	FURTAK	SHAROL	019167923	007	TD	7.50
TCH-LAST TOTAL										15.00
0091	BASS	SHERRY	16/09/09	019110463	MCMILLAN	DEERMA	019120448	006	SK	7.50
0091	BASS	SHERRY	16/09/21	019110463	CROOM	AMBER	019167228	007	SK	5.50
TCH-LAST TOTAL										13.00
0091	BENJAMIN	RUBY	16/09/20	019070472	RITZ	JULIANNA	019030293	007	SK	7.00
TCH-LAST TOTAL										7.00
0091	BOWEN	TAWANDA	16/09/08	019170624	TURNER	SAMANTHA	019120455	006	TD	7.50
TCH-LAST TOTAL										7.50
0091	BRANNAN	WANDA	16/09/12	019010900	POLOUS	CHARLOTTE	019980834	006	SK	7.00
0091	BRANNAN	WANDA	16/09/13	019010900	MCMILLAN	DEERMA	019120448	006	SK	7.00
0091	BRANNAN	WANDA	16/09/14	019010900	MCMILLAN	DEERMA	019120448	006	SK	7.00
TCH-LAST TOTAL										21.00
0091	BROCK	RANDY	16/09/19	019162712	CROOM	AMBER	019167228	007	SK	7.50
0091	BROCK	RANDY	16/09/21	019162712	DASHER	BARBARA JO	019930451	007	TD	5.50
TCH-LAST TOTAL										13.00
0091	BRUNO-CARRINO	JOY	16/09/09	019120451	TURNER	SAMANTHA	019120455	006	PL	7.50
TCH-LAST TOTAL										7.50
0091	BRUSH	LAURA	16/09/16	019163868	DASHER	BARBARA JO	019930451	006	PL	6.50
TCH-LAST TOTAL										6.50
0091	BURT	GETHIA	16/09/23	019163653	DASHER	BARBARA JO	019930451	007	SK	6.50
TCH-LAST TOTAL										6.50
0091	COCHRANE	KIMBERLY	16/09/28	019168856	TURNER	SAMANTHA	019120455	007	SK	7.50
TCH-LAST TOTAL										7.50
0091	COLLINS	YOLANDA	16/09/30	019090452	DASHER	BARBARA JO	019930451	007	PL	6.50
TCH-LAST TOTAL										6.50
0091	COUNTRYMAN	LYDIA	16/09/13	019910796	FURTAK	SHAROL	019167923	006	SK	6.00
0091	COUNTRYMAN	LYDIA	16/09/14	019910796	DASHER	BARBARA JO	019930451	006	SK	6.50
TCH-LAST TOTAL										12.50
0091	DAVIS	TAMMY	16/09/12	019177215	CRUSON	WANDA	019990598	006	PL	7.50
0091	DAVIS	TAMMY	16/09/13	019177215	TURNER	SAMANTHA	019120455	006	PL	7.50
0091	DAVIS	TAMMY	16/09/14	019177215	CROOM	AMBER	019167228	006	PL	7.50
0091	DAVIS	TAMMY	16/09/15	019177215	CROOM	AMBER	019167228	006	UP	7.50

EMPLOYEE WITH SUBS
FROM 160901 TO 160930

CNTR	TEACHER LAST	TEACHER FIRST	DATE	TEACHER SSN	NAME		SSN	RUN	REASON	HOURS
0091	DAVIS	TAMMY	16/09/16	019177215	CROOM	AMBER	019167228	006	UP	7.50
0091	DAVIS	TAMMY	16/09/28	019177215	FURTAK	SHAROL	019167923	007	PL	7.50
TCH-LAST TOTAL										45.00
0091	DUHART	JAIME	16/09/23	019080472	STULTZ-DUNAWAYANGELA		019130466	007	TD	7.50
0091	DUHART	JAIME	16/09/26	019080472	FURTAK	SHAROL	019167923	007	PL	7.50
TCH-LAST TOTAL										15.00
0091	EDWARDS	JENNIFER	16/09/14	019000818	STULTZ-DUNAWAYANGELA		019130466	006	SK	7.50
0091	EDWARDS	JENNIFER	16/09/15	019000818	STULTZ-DUNAWAYANGELA		019130466	006	TD	7.50
0091	EDWARDS	JENNIFER	16/09/16	019000818	STULTZ-DUNAWAYANGELA		019130466	006	TD	7.50
0091	EDWARDS	JENNIFER	16/09/19	019000818	STULTZ-DUNAWAYANGELA		019130466	007	TD	7.50
0091	EDWARDS	JENNIFER	16/09/20	019000818	STULTZ-DUNAWAYANGELA		019130466	007	TD	7.50
TCH-LAST TOTAL										37.50
0091	ELSER	RUSSELL	16/09/30	019140466	TURNER	SAMANTHA	019120455	007	TD	7.50
TCH-LAST TOTAL										7.50
0091	FRANKLIN	CATHERINE	16/09/06	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/07	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/08	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/09	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/12	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/13	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/14	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/15	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/16	019170679	BALDWIN	GEORGE	019161343	006	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/19	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/20	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/21	019170679	BALDWIN	GEORGE	019161343	007	UP	5.75
0091	FRANKLIN	CATHERINE	16/09/22	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/23	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/26	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/27	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/28	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/29	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
0091	FRANKLIN	CATHERINE	16/09/30	019170679	BALDWIN	GEORGE	019161343	007	UP	7.50
TCH-LAST TOTAL										140.75
0091	HAM	KATRINA	16/09/15	019020318	TOLLIVER	ROSA	019780409	006	TD	7.50
0091	HAM	KATRINA	16/09/16	019020318	TOLLIVER	ROSA	019780409	006	TD	7.50
TCH-LAST TOTAL										15.00
0091	HATHCOCK	KATI	16/09/09	019150445	CHAPMAN	JAMES	019140448	006	UP	7.50
0091	HATHCOCK	KATI	16/09/12	019150445	CHAPMAN	JAMES	019140448	006	UP	7.50
0091	HATHCOCK	KATI	16/09/13	019150445	CHAPMAN	JAMES	019140448	006	UP	7.50
0091	HATHCOCK	KATI	16/09/14	019150445	CHAPMAN	JAMES	019140448	006	UP	7.50
0091	HATHCOCK	KATI	16/09/15	019150445	CHAPMAN	JAMES	019140448	006	UP	7.50
0091	HATHCOCK	KATI	16/09/16	019150445	RITZ	JULIANNA	019030293	006	UP	7.50

EMPLOYEE WITH SUBS
FROM 160901 TO 160930

CNTR	TEACHER LAST	TEACHER FIRST	DATE	TEACHER SSN	NAME		SSN	RUN	REASON	HOURS
0091	HATHCOCK	KATI	16/09/19	019150445	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	HATHCOCK	KATI	16/09/20	019150445	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	HATHCOCK	KATI	16/09/21	019150445	LEWIS	CARLA	019176891	007	UP	4.50
0091	HATHCOCK	KATI	16/09/22	019150445	LEWIS	CARLA	019176891	007	UP	7.50
0091	HATHCOCK	KATI	16/09/23	019150445	LEWIS	CARLA	019176891	007	UP	7.50
0091	HATHCOCK	KATI	16/09/26	019150445	CROOM	AMBER	019167228	007	UP	7.50
0091	HATHCOCK	KATI	16/09/27	019150445	CROOM	AMBER	019167228	007	UP	7.50
0091	HATHCOCK	KATI	16/09/28	019150445	CROOM	AMBER	019167228	007	UP	7.50
0091	HATHCOCK	KATI	16/09/29	019150445	CROOM	AMBER	019167228	007	UP	7.50
0091	HATHCOCK	KATI	16/09/30	019150445	CROOM	AMBER	019167228	007	UP	7.50
TCH-LAST TOTAL										117.00
0091	JONES HOWZE	STEPHANIE	16/09/12	019080444	STULTZ-DUNAWAY	ANGELA	019130466	006	SK	7.50
TCH-LAST TOTAL										7.50
0091	JOYNER	ELIZA	16/09/20	019174042	CROOM	AMBER	019167228	007	SK	7.50
0091	JOYNER	ELIZA	16/09/30	019174042	DAVIS	FREDDIE	019150464	007	TD	3.00
TCH-LAST TOTAL										10.50
0091	JUSTICE	CHARLES	16/09/27	019100475	TURNER	SAMANTHA	019120455	007	TD	7.50
TCH-LAST TOTAL										7.50
0091	KLINK	TARA	16/09/06	019140460	STULTZ-DUNAWAY	ANGELA	019130466	006	TD	7.50
TCH-LAST TOTAL										7.50
0091	KULICK	PATTY	16/09/13	019040925	POLOUS	CHARLOTTE	019980834	006	PL	7.00
0091	KULICK	PATTY	16/09/14	019040925	POLOUS	CHARLOTTE	019980834	006	PL	7.00
TCH-LAST TOTAL										14.00
0091	MALCOLM	KASSI	16/09/22	019120476	DASHER	BARBARA JO	019930451	007	TD	6.50
0091	MALCOLM	KASSI	16/09/23	019120476	CROOM	AMBER	019167228	007	TD	7.50
TCH-LAST TOTAL										14.00
0091	MCQUAGGE	LINDA	16/09/08	019000369	POLOUS	CHARLOTTE	019980834	006	SK	7.00
0091	MCQUAGGE	LINDA	16/09/09	019000369	PRINCE	DE'IARA	019174368	006	SK	7.00
TCH-LAST TOTAL										14.00
0091	MCWHORTER	KEILAN	16/09/22	019150446	CROOM	AMBER	019167228	007	SK	7.50
TCH-LAST TOTAL										7.50
0091	MESSER	SARAH	16/09/15	019960816	POLOUS	CHARLOTTE	019980834	006	TD	7.50
0091	MESSER	SARAH	16/09/16	019960816	POLOUS	CHARLOTTE	019980834	006	TD	7.50
TCH-LAST TOTAL										15.00
0091	MITCHELL	ANNE	16/09/19	019150455	FURTAK	SHAROL	019167923	007	SK	7.50
0091	MITCHELL	ANNE	16/09/20	019150455	LEWIS	CARLA	019176891	007	SK	7.50
0091	MITCHELL	ANNE	16/09/21	019150455	STULTZ-DUNAWAY	ANGELA	019130466	007	SK	5.50
TCH-LAST TOTAL										20.50

EMPLOYEE WITH SUBS
FROM 160901 TO 160930

CNTR	TEACHER LAST	TEACHER FIRST	DATE	TEACHER SSN	NAME		SSN	RUN	REASON	HOURS
0091	NICHOLS	CALLIE	16/09/06	019070446	MCMILLAN	DEERMA	019120448	006	PL	7.50
0091	NICHOLS	CALLIE	16/09/07	019070446	POLOUS	CHARLOTTE	019980834	006	PL	7.50
TCH-LAST TOTAL										15.00
0091	PENNYCUFF	NATASHA	16/09/15	019110449	FURTAK	SHAROL	019167923	006	TD	7.50
0091	PENNYCUFF	NATASHA	16/09/16	019110449	FURTAK	SHAROL	019167923	006	TD	7.50
0091	PENNYCUFF	NATASHA	16/09/28	019110449	SEGREE	BARBARA	019910065	007	SK	5.00
TCH-LAST TOTAL										20.00
0091	PENTZER	SANDRA	16/09/15	019167596	MCMILLAN	DEERMA	019120448	006	TD	7.50
0091	PENTZER	SANDRA	16/09/16	019167596	MCMILLAN	DEERMA	019120448	006	TD	7.50
TCH-LAST TOTAL										15.00
0091	PUTNAL	DANA	16/09/15	019140457	BALLANGEE	AMANDA	019130468	006	SK	7.00
TCH-LAST TOTAL										7.00
0091	RINGO	GALEN	16/09/27	019171181	DASHER	BARBARA JO	019930451	007	TD	6.50
TCH-LAST TOTAL										6.50
0091	SEGREE	TERESA	16/09/07	019080464	STULTZ-DUNAWAY	ANGELA	019130466	006	TD	7.50
0091	SEGREE	TERESA	16/09/22	019080464	FURTAK	SHAROL	019167923	007	TD	7.00
0091	SEGREE	TERESA	16/09/23	019080464	FURTAK	SHAROL	019167923	007	TD	7.00
TCH-LAST TOTAL										21.50
0091	SEWELL	BARBARA	16/09/20	019030196	DASHER	BARBARA JO	019930451	007	SK	6.50
0091	SEWELL	BARBARA	16/09/26	019030196	POLOUS	CHARLOTTE	019980834	007	SK	7.00
TCH-LAST TOTAL										13.50
0091	SIPRELL	KAYLA	16/09/30	019178638	POLOUS	CHARLOTTE	019980834	007	TD	7.50
TCH-LAST TOTAL										7.50
0091	STANLEY	ANGELINE	16/09/30	019890713	FURTAK	SHAROL	019167923	007	PL	7.50
TCH-LAST TOTAL										7.50
0091	THOMAS	MARCIA	16/09/22	019050783	POLOUS	CHARLOTTE	019980834	007	PL	7.00
0091	THOMAS	MARCIA	16/09/23	019050783	POLOUS	CHARLOTTE	019980834	007	PL	7.00
TCH-LAST TOTAL										14.00
0091	TODD	MICHAEL	16/09/19	019000290	THARPE	JACQUELIN	019090444	007	SK	6.50
TCH-LAST TOTAL										6.50
0091	TURNER	AMY	16/09/22	019177465	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	TURNER	AMY	16/09/23	019177465	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	TURNER	AMY	16/09/26	019177465	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	TURNER	AMY	16/09/27	019177465	POLOUS	CHARLOTTE	019980834	007	UP	7.50
0091	TURNER	AMY	16/09/28	019177465	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	TURNER	AMY	16/09/29	019177465	CHAPMAN	JAMES	019140448	007	UP	7.50
0091	TURNER	AMY	16/09/30	019177465	CHAPMAN	JAMES	019140448	007	UP	7.50
TCH-LAST TOTAL										52.50

EMPLOYEE WITH SUBS
FROM 160901 TO 160930

CNTR	TEACHER LAST	TEACHER FIRST	DATE	TEACHER SSN	NAME		SSN	RUN	REASON	HOURS
0091	WALKER	DAVID	16/09/13	019830759	STULTZ-DUNAWAY	ANGELA	019130466	006	TD	7.50
TCH-LAST TOTAL										7.50
0091	WILLIAMS	MARY	16/09/06	019900156	DAVIS	FREDDIE	019150464	006	PL	6.75
0091	WILLIAMS	MARY	16/09/07	019900156	PRINCE	DE'IARA	019174368	006	PL	7.50
TCH-LAST TOTAL										14.25
0091	WOOD	CATHERINE	16/09/07	019920645	TURNER	SAMANTHA	019120455	006	SK	7.50
TCH-LAST TOTAL										7.50
0091	YEOMANS	MICHAEL	16/09/20	019171147	POLOUS	CHARLOTTE	019980834	007	TD	7.50
TCH-LAST TOTAL										7.50
FINAL TOTAL										850.00

October 25, 2016

Shannon Venable
Finance Director
Franklin County Schools
85 School Rd.
East Point, Fl. 32328

Dear Shannon:

Enclosed for your information are our School's unaudited financial statements for the Three months ended September 30, 2016.
Please let me know if you have any questions on this information.

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SCHOOL BOARD

Sincerely,

Dean Vail
Business Manager

	June 30, 2016	Additions	Payments	September 30, 2016
Long-term Debt				
Line of credit	66,155		600	65,555
Total Long-Term Debt	66,155		600	65,555

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APALACHICOLA BAY CHARTER SCHOOL, INC.
Franklin County
Balance Sheet (Unaudited)
30-Sep-16

	Accounts	General Fund	Special Revenue Fund	Capital Outlay	Total Governmental Funds
ASSETS					
Cash and cash equivalents	1110	$ 352,156.00	$ -		$ 352,156.00
Investments	1160	1,413,946.00			1,413,946.00
Grant receivables	1130	-	41,644.00	9,832.00	51,476.00
Due from other funds	1140	51,476.00		-	51,476.00
Other Assets	1200	4,713.00		-	4,713.00
Total Assets		$ 1,822,291.00	$ 41,644.00	$ 9,832.00	$ 1,873,767.00
LIABILITIES AND FUND BALANCE					
Liabilities					
Accounts payable	2120	$ 15,728.00	$ -	$ -	$ 15,728.00
Salaries, benefits, and payroll taxes payable	2110, 2170, 2330	2,765.00			2,765.00
Due to other funds	2160		41,644.00	9,832.00	51,476.00
Unearned Revenue	2410	55,000.00			55,000.00
Total Liabilities		$ 73,493.00	$ 41,644.00	$ 9,832.00	$ 124,969.00
Fund Balance					
Restricted	2720			-	-
Unassigned	2750	1,748,798.00			1,748,798.00
Total Fund Balance		1,748,798.00	-	-	1,748,798.00
TOTAL LIABILITIES AND FUND BALANCE		$ 1,822,291.00	$ 41,644.00	$ 9,832.00	$ 1,873,767.00

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APALACHICOLA BAY CHARTER SCHOOL, INC. (9009)
Franklin County
Statement of Revenue, Expenditures, and Changes in Fund Balance (Unaudited)
For The Quarter and YTD Ended 09/30/16

FTE Projected - 330
FTE Actual - 330

% **Percent of Projected**

	Account Number	General Fund				Special Revenue			
		Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget	Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
Revenues									
FEDERAL SOURCES									
Federal direct	3100	$ -	$ -	$ -	%	$ -	$ -	$ -	%
Federal through state and local	3200					43,885.00	43,885.00	199,415.00	22%
STATE SOURCES									
FEFP	3310	499,987.00	499,987.00	2,253,043.00	22%				
Capital outlay	3397	102,407.00	102,407.00	380,490.00	27%				
Class size reduction	3355	-	-						
School recognition	3361								
Other state revenue	33XX		-						
LOCAL SOURCES									
Interest	3430	-	-						
Local capital improvement tax	3413								
Other local revenue	34XX	9,860.00	9,860.00	112,220.00	9%				
Total Revenues		612,254.00	612,254.00	2,745,753.00	22%	43,885.00	43,885.00	199,415.00	22%
Expenditures									
Current Expenditures									
Instruction	5000	264,851.00	264,851.00	1,616,325.00	16%	37,359.00	37,359.00	170,070.00	22%
Instructional support services	6000	56,631.00	56,631.00	303,200.00	19%	6,526.00	6,526.00	29,345.00	22%
Board	7100	3,926.00	3,926.00	5,010.00	78%				
School administration	7300	98,454.00	98,454.00	416,214.00	24%				
Facilities and acquisition	7400	4,015.00	4,015.00	2,523.00	159%				
Fiscal services	7500	10,107.00	10,107.00	56,270.00	18%				
Pupil transportation services	7800	12,260.00	12,260.00	51,845.00	24%				
Operation of plant	7900	54,908.00	54,908.00	227,585.00	24%				
Maintenance of plant	8100	11,059.00	11,059.00	38,730.00	29%				
Debt service	9200								
Total Expenditures		516,211.00	516,211.00	2,717,702.00	19%	43,885.00	43,885.00	199,415.00	22%
Excess (Deficiency) of Revenues Over Expenditures		96,043.00	96,043.00	28,051.00	342%	-	-	-	
Other Financing Sources (Uses)									
Transfers in	3600								
Transfers out	9700	(60,479.00)	(60,479.00)						
Total Other Financing Sources (Uses)		(60,479.00)	(60,479.00)	-		-	-	-	
Net Change in Fund Balances		-	-						
Fund balances, beginning		1,713,234.00	1,713,234.00			-	-		
Adjustments to beginning fund balance		-	-						
Fund Balances, Beginning as Restated		1,713,234.00	1,713,234.00	-		-	-	-	
Fund Balances, Ending		$ 1,748,798.00	$ 1,748,798.00			$ -	$ -	$ -	

Capital Outlay				Total Governmental Funds			
Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget	Month/ Quarter Actual	YTD Actual	Annual Budget	% of YTD Actual to Annual Budget
$ -	$ -	$ -	%	$ -	$ -	$ -	%
				43,885.00	43,885.00	199,415.00	22%
3750	3750	15,000.00	25%	503,737.00	503,737.00	2,268,043.00	22%
9832	9832	98,320.00	10%	112,239.00	112,239.00	478,810.00	23%
				-	-	-	
				-	-	-	
				-	-	-	
				-	-	-	
-	-	90,000.00	0%	-	-	90,000.00	0%
				9,860.00	9,860.00	112,220.00	9%
13,582.00	13,582.00	203,320.00	7%	669,721.00	669,721.00	3,148,488.00	21%
				302,210.00	302,210.00	1,786,395.00	17%
				63,157.00	63,157.00	332,545.00	19%
				3,926.00	3,926.00	5,010.00	78%
				98,454.00	98,454.00	416,214.00	24%
15,426.00	15,426.00	197,800.00	8%	19,441.00	19,441.00	200,323.00	10%
				10,107.00	10,107.00	56,270.00	18%
				12,260.00	12,260.00	51,845.00	24%
41,195.00	41,195.00	42,200.00	98%	96,103.00	96,103.00	269,785.00	36%
16,318.00	16,318.00	98,645.00	17%	27,377.00	27,377.00	137,375.00	20%
1,122.00	1,122.00	7,200.00	16%	1,122.00	1,122.00	7,200.00	16%
74,061.00	74,061.00	345,845.00	21%	634,157.00	634,157.00	3,262,962.00	19%
(60,479.00)	(60,479.00)	(142,525.00)	42%	35,564.00	35,564.00	(114,474.00)	-31%
60,479.00	60,479.00			60,479.00	60,479.00	-	
				(60,479.00)	(60,479.00)	-	
60,479.00	60,479.00	-		-	-	-	
-	-			-	-		
-	-			1,713,234.00	1,713,234.00	-	
-	-			-	-	-	
-	-	-		1,713,234.00	1,713,234.00	-	
$ -	$ -			$ 1,748,798.00	$ 1,748,798.00		

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SCHOOL BOARD

APALACHICOLA BAY CHARTER SCHOOL

SCHEDULE OF FIXED ASSETS - Sept 30, 2016

	June 30, 2016	Additions	Deletions	9/30/16
Land	331,400			331,400
Land improvements - non-depr.	29,544			29,544
Improvements Other Than Buildings	132,666	5,200		137,866
Buildings and Fixed Equipment	855,333	15,426		870,759
Furniture, Fixtures and Equipment	333,723	1,523		335,246
Motor Vehicles	147,143			147,143
Library Books	12,842			12,842
Computer Software	63,185			63,185
Total Fixed Assets	1,905,836	22,149	-	1,927,985