

**AGENDA**  
**THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY**  
**REGULAR SCHOOL BOARD MEETING**

Tuesday, October 07, 2014

6:00 p.m.

Administrative Complex, School Board Meeting Room, 318 North Clark Street

Agenda Items

**2 - OPENING MEETING ITEMS -**

2.01 - Roll Call

2.02 - Prayer and Pledge

2.03 - Adoption of Agenda

Upon adoption of the agenda, all consent agenda items are approved.

Consent agenda items include: 4.01, 4.06, 6.03, 7.01, 7.02, 8.01, 8.02, 9.02, 9.03, 12.02, 18.01, 25.01

Action items are voted upon individually. Action items include: 12.01, 12.03, 12.13, 12.17

**3 - ITEMS OF CONCERN BY PUBLIC -**

3.01 - Items of Concern Presented by Public

**4 - ROUTINE FINANCIAL ITEMS -**

4.01 - Purchase Orders

Consent Agenda Item

1.) Kurt LaRose, up to \$33,300.00 (Cross-reference agenda item # 8.01 (#6.))

4.06 - Financial Report

Consent Agenda Item

1.) Financial Report for the month of August 2014 (Includes agenda item # 4.05 - check listings and # 4.08 - over-time report)

**6 - GRANTS -**

6.03 - Acknowledgment of Grant Funds Received

Consent Agenda Item

1.) Carl D. Perkins, Career Technical Education Postsecondary, Section 132, Entitlement, TPA \$36,569.00, J. Johnson and A. Valentine

**7 - PROGRAMS/PLANS -**

7.01 - Approval of Program (s)

Consent Agenda Item

1.) 2014-2015 Course Offerings at T.T.I.

7.02 - Approval of Plan (s)

Consent Agenda Item

1.) District Assessment Plan / Calendar

2.) 2014-2015 Parent Involvement Plan

3.) 2014-2015 SAC Memberships

**8 - AGREEMENTS / CONTRACTS -**

8.01 - Approval of Agreements/Contracts

## Consent Agenda Items

- 1.) Agreement between Taylor County Head Start Program and Florida State University Multidisciplinary Center for the 2014-2015 School Year
- 2.) Memorandum of Agreement between Millhopper Pediatric Dentistry and the Taylor County Head Start Program for the 2014-2015 School Year
- 3.) Head Start Eye Care Agreement for 2014-2015 with Accent Eyecare Center, Michael A. Walby, O.D.
- 4.) Dual Enrollment Agreement between T.C.S.B. for T.T.I. and M.C.S.B. (Madison) for M.C.H.S.
- 5.) Fueleducation Contract - k-12 Virtual ( contract from 8/18/14 to 8/18/15)
- 6.) Contract Agreement with Kurt LaRose - psychotherapy/counseling services -ESE Document - (cross-reference agenda item # 4.01 (#1.) purchase order)
- 7.) Career Pathways Agreement with District School Board of Taylor County High School and Suwannee-Hamilton Technical Center
- 8.) Career Pathways Articulation Agreement between Florida Gateway College and Taylor County School Board

### 8.02 - Approval of Amended Agreement/Contract Consent Agenda Item

- 1.) Amended Agreement to NFCPC Contractual Agreement

## 9 - REQUESTS -

### 9.02 - Request to Use Buildings/Facilities Consent Agenda Item

- 1.) Rick Patrick, on behalf of FCA, requests use of TCHS Football Field / Dorsett Stadium, on October 8, 2014, from 12 noon until 11:00 p.m. for FCA Fields of Faith Event.

### 9.03 - Students Transfer Request Consent Agenda Item

- 1.) Student Transfer Requests from Taylor County to Dixie County- Joshua Hage and Luke Hage
- 2.) Student Trasfer Requests - Appeal Request - Denied by Taylor County on September 16, 2014 - Madison County to Taylor County - Samantha Morgan and Emily Morgan

## 12 - PERSONNEL -

### 12.01 - Routine Personnel Listing Action Item

- 1.) Routine Personnel Listing

### 12.02 - Substitute Listing Consent Agenda Item

- 1.) Substitute Listing # 5

### 12.03 - Separate Personnel Item(s)

Action Item

1.) Request for Waiver - substitute teaching certificate and appointment as Assistant football coach

12.13 - Establishment of Position  
Action Item

1.) Establish 4 bus driver positions for the 2014-2015 After School Program

12.17 - Termination of Employment / Suspension of Employment  
Action Item

1.) Suspension of Employment - Five Days Suspension - Employee in Position # 900478843

18 - ACKNOWLEDGEMENT OF ITEMS -

18.01 - Acknowledgement of Item(s)  
Consent Agenda Item

1.) Acknowledge the Head Start Policy Council Meeting Packet of September 15, 2014

2.) Acknowledge the letter from FLDOE, Juan Copa, regarding the letter of appeal regarding T.C.E.S. school grades

3.) Acknowledge the Food Service Administrative Review from Florida Department of Agriculture regarding the National School Lunch and Breakfast Programs

25 - MISCELLANEOUS ITEMS -

25.01 - Miscellaneous Items  
Consent Agenda Item

1.) Acknowledge / Approve the protocols for Epinephrine Pen

30 - ITEMS OF INTEREST/REQUEST BY BOARD AND SUPERINTENDENT -

30.01 - Items of Interest/Request by Board and Superintendent

42 - EXECUTIVE SESSION -

42.01 - Executive Session

44 - Adjournment After Executive Session -

44.01 - Adjournment Time

\*\*\*All members of the public are advised that this is not the time to discuss personnel matters, or specific allegations against a staff member or student. The Board cannot discuss such matters in a public forum and it is the responsibility of the Superintendent to bring such matters to the Board's attention at the appropriate time and place."  
"Please limit your comments to ten minutes as required by School Board Policy."

\*\*\*"Notice is hereby given pursuant to F.S. 286.0105, that any person deciding to appeal any decision of the District School Board of Taylor County with respect to any matter considered at the meeting will need a record of the meeting and may need to insure that verbatim record of the proceedings is made; which record includes the testimony and evidence upon which the appeals is to be based."

# REQUISITION-PURCHASE ORDER

4.01  
(#1.)

District School Board of Taylor County  
318 North Clark St. • Perry, Florida 32347  
850-838-2503 • Fax 850-838-2504

Cross reference  
8.01 (#6.)

PURCHASE ORDER NO.

BILL TO:

THIS PURCHASE ORDER NUMBER MUST  
APPEAR ON ALL INVOICES, PACKAGES, ETC.

PAGE 1 OF 1

SALES TAX EXEMPTION NO. 85-8012622382C-3

## FOR COUNTY USE ONLY

CLEARED BY:

DATE:

DATE RECEIVED IN SUPT. OFFICE

VENDOR # 8 0 9 1

PLEASE SHIP PREPAID, ADD TO INVOICE  
DO NOT SHIP COLLECT

PLEASE ORDER FROM:

SHIP TO:

Kurt LaRose

Exceptional Student Education

220 John Knox Road, Suite 4A

Ramona S. Patrick / C. Ellison

Tallahassee, FL 32303

318 N. Clark St.

Perry, FL 32347

## IF PRICES ARE HIGHER THAN THOSE LISTED, AWAIT CONFIRMATION BEFORE SHIPPING

QUANTITY		STOCK NUMBER	DESCRIPTION	UNIT PRICE	GROSS PRICE	DISCOUNT	NET COST
ORDERED	RECEIVED						
			P.O. not to exceed \$33,300.00 for counseling services for the 2014-2015 school year				\$33,300.00

## NOTIFY US IMMEDIATELY IF UNABLE TO SHIP COMPLETE ORDER

FUND			FUNCTION				OBJECT			COST CENTER				PROJECT							PROGRAM			AMOUNT							
4	2	0	6	1	0	0	3	1	0	9	0	3	3	2	1	4	0	-	1	5					3	3	3	0	0	0	0

THE ABOVE ORDER  
NEEDED ON OR BEFORE 10/14

REQUESTED BY

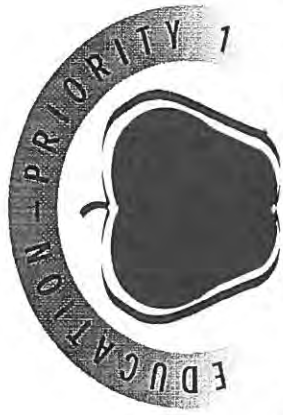
*Ramona S. Patrick*  
Ramona S. Patrick

DATE OF REQUISITION 9/11/14

DATE OF APPROVAL

AUTHORIZED SIGNATURE





Taylor County School District

4.06

4.05  
4.08

includes

## TAYLOR COUNTY SCHOOL BOARD

Monthly Financial Reports  
For Month Ending

Aug-14

Submitted by: Finance Office  
9/22/2014

**\*\*Expenditure Report**  
**\*\*Revenue Report**  
**\*\*Budget Transfer Report**

All will be submitted after September when final budget is approved.

# **Warrant Register Report August 2014**

RPRT- F5B04

DIST- 62 TAYLOR COUNTY SCHOOL BOARD

BANK- 1111 CAPITAL CITY ACCT. PAYABLE

TERMS - FINANCIAL INFORMATION SERIES

CHECK LIST

REQ-01

PROCESSED- 09/22/14

TIME- 14.07

PAGE- 1

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NUMBER	DATE	TYPE	AMOUNT	CLEARED	VARIANCE	NUMBER	NAME
003047	08/11/14	C	100.00	.00	100.00		NOT SPECIFIED
003048	08/11/14	C	25.00	.00	25.00		NOT SPECIFIED
003049	08/11/14	C	25.00	.00	25.00		NOT SPECIFIED
003050	08/11/14	C	25.00	.00	25.00		NOT SPECIFIED
003052	08/11/14	C	25.00	.00	25.00		NOT SPECIFIED
003053	08/12/14	C	10,712.99	.00	10,712.99	V000003595	SOUTH HOUSE
003054	08/15/14	C	550.40	.00	550.40	V000003865	MARK WIGGINS, TAX COLLECTOR
003151	08/11/14	C	75.00	.00	75.00		NOT SPECIFIED
056015	08/07/14	C	2,533.13	.00	2,533.13	V000000237	CRIBBS AND SONS, INC.
056016	08/07/14	C	125.00	.00	125.00	V000000292	DORIS NEEL
056017	08/07/14	C	583.18	.00	583.18	V000000320	BASSETT'S DAIRY
056018	08/07/14	C	257.08	.00	257.08	V000000323	RAMONA S. PATRICK
056019	08/07/14	C	450.95	.00	450.95	V000000568	RAGANS ACE HARDWARE, INC.
056020	08/07/14	C	597.17	.00	597.17	V000000615	CASHWAY BUILDING PRODUCTS
056021	08/07/14	C	30.97	.00	30.97	V000000873	COX ELECTRONICS OF PERRY
056022	08/07/14	C	4,824.13	.00	4,824.13	V000000920	CITY OF PERRY
056023	08/07/14	C	1,145.95	.00	1,145.95	V000001019	DEPT. OF LABOR & EMPLOYMENT
056024	08/07/14	C	48.46	.00	48.46	V000001266	ALACHUA COUNTY SCHOOL BOARD
056025	08/07/14	C	540.00	.00	540.00	V000001331	FDLE
056026	08/07/14	C	51,521.70	.00	51,521.70	V000001430	FLORIDA RETIREMENT SYSTEM
056027	08/07/14	C	51,367.00	.00	51,367.00	V000001485	FLORIDA SCHOOL BOARDS
056028	08/07/14	C	300.80	.00	300.80	V000001490	FLOWERS BAKING COMPANY
056029	08/07/14	C	3,674.98	.00	3,674.98	V000001682	ADVANCED BUSINESS SYSTEMS
056030	08/07/14	C	4,350.00	.00	4,350.00	V000001746	YOUNG STRIPING & SEALING
056031	08/07/14	C	449.33	.00	449.33	V000001971	LAKESHORE LEARNING MATERIALS
056032	08/07/14	C	14.00	.00	14.00	V000002055	HOWELL'S OFFICE MACHINES, INC.
056033	08/07/14	C	2,265.19	.00	2,265.19	V000003456	SHAW'S WELDING & REPAIR SHOP
056034	08/07/14	C	1,495.69	.00	1,495.69	V000003464	SHERWIN WILLIAMS PAINT
056035	08/07/14	C	56.65	.00	56.65	V000003583	SPRINT UNITED
056036	08/07/14	C	461.44	.00	461.44	V000003611	SCANTRON CORPORATION
056037	08/07/14	C	293.08	.00	293.08	V000003675	BIG BEND WATER AUTHORITY
056038	08/07/14	C	2,865.00	.00	2,865.00	V000003825	TAYLOR TECHNICAL INSTITUTE
056039	08/07/14	C	7,365.86	.00	7,365.86	V000003975	TRI-COUNTY ELECTRIC CORP.
056040	08/07/14	C	1,552.00	.00	1,552.00	V000003982	TRITON ELECTRONICS, INC.
056041	08/07/14	C	611.27	.00	611.27	V000004102	WEISS BUILDING CENTER
056042	08/07/14	C	962.50	.00	962.50	V000004208	BROOKS SALES CO.
056043	08/07/14	C	488.65	.00	488.65	V000004290	YARBROUGH TIRE CO., INC.
056044	08/07/14	C	273.30	.00	273.30	V000004488	COMCAST CABLE
056045	08/07/14	C	60.00	.00	60.00	V000004929	FLORIDA DEPT OF EDUCATION
056046	08/07/14	C	4,191.74	.00	4,191.74	V000004990	GRAPHIC BUSINESS SYSTEMS INC
056047	08/07/14	C	24.26	.00	24.26	V000005043	STAPLES, INC
056048	08/07/14	C	125.00	.00	125.00	V000005152	PAMELA R REVELS
056049	08/07/14	C	6,923.21	.00	6,923.21	V000005174	DEPT OF MANAGEMENT SERVICES
056050	08/07/14	C	34,153.62	.00	34,153.62	V000005530	JOHN ALDEN LIFE INSURANCE CO
056051	08/07/14	C	11,901.16	.00	11,901.16	V000005569	DIST. SCH. BD. TAYLOR CO
056052	08/07/14	C	217.62	.00	217.62	V000005615	BLUE CROSS BLUE SHIELD OF FLA
056053	08/07/14	C		.00		V000005710	MASUNE FIRST AID & SAFETY

RPT- F5B04

DIST- 62 TAYLOR COUNTY SCHOOL BOARD  
BANK- 1111 CAPITAL CITY ACCT. PAYABLETERMS - FINANCIAL INFORMATION SERIES  
CHECK LIST  
REQ-01PROCESSED- 09/22/14  
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FY- 15

NUMBER	DATE	TYPE	AMOUNT	CLEARED	VARIANCE	NUMBER	NAME
056054	08/07/14	C	4,108.00	.00	4,108.00	V000005856	JOSHUA R PADGETT
056055	08/07/14	C	175.00	.00	175.00	V000005878	IBS OF TALLAHASSEE
056056	08/07/14	C	265.00	.00	265.00	V000005988	UNITED WAY OF THE BIG BEND
056057	08/07/14	C	900.00	.00	900.00	V000006406	FLORIDA HEAD START ASSOC.
056058	08/07/14	C	832.58	.00	832.58	V000006865	REALLY GOOD STUFF
056059	08/07/14	C	24,366.93	.00	24,366.93	V000007014	PETROLEUM TRADERS CORPORATION
056060	08/07/14	C	4,191.43	.00	4,191.43	V000007034	COMPENEFITS, INS. CO. FL.
056061	08/07/14	C	2,025.00	.00	2,025.00	V000007701	HORIZON SOFTWARE INT'L, LLC
056062	08/07/14	C	1,932.00	.00	1,932.00	V000007833	MOUNTAIN MATH/LANGUAGE LLC
056063	08/07/14	C	8,510.00	.00	8,510.00	V000007947	TOM BARRON COMPANY
056064	08/07/14	C	7,500.00	.00	7,500.00	V000007976	CARROLL'S COMMUNICATIONS, INC
056065	08/07/14	C	614.32	.00	614.32	V000008036	LAKESHORE
056066	08/07/14	C	20.00	.00	20.00	V000008121	GARY FAIRCLOTH
056067	08/07/14	C	24.00	.00	24.00	V000008227	CINGULAR
056068	08/07/14	C	125.00	.00	125.00	V000008471	CONNIE L MAY
056069	08/07/14	C	600.00	.00	600.00	V000008588	FRANK ALLEN HOME MAINTENANCE
056070	08/07/14	C	500.00	.00	500.00	V000008600	GEORGIA-FLORIDA BARK & MULCH
056071	08/07/14	C	1,480.48	.00	1,480.48	V000008785	OSCEOLA SUPPLY, INC
056072	08/07/14	C	3,500.00	.00	3,500.00	V000008940	ERIC SLAUGHTER, LLC
056073	08/07/14	C	153.00	.00	153.00	V000008949	GILBARCO INC DBA: GASBOY
056074	08/07/14	C	2,574.00	.00	2,574.00	V000008960	MAXIMUS, INC
056075	08/07/14	C	533.15	.00	533.15	V000009170	GULF COAST PLUMBING AND
056076	08/07/14	C	1,380.00	.00	1,380.00	V000009345	ALLEN TURF LANDSCAPING
056077	08/07/14	C	65.00	.00	65.00	V000009351	JESSIE MCKINNEY
056078	08/07/14	C	259.50	.00	259.50	V000009365	PEARSON'S READY MIX CONCRETE
056079	08/07/14	C	125.00	.00	125.00	V000009452	BETTY FRANKLIN
056080	08/07/14	C	351.70	.00	351.70	V000009479	PATRICIA PILAND
056081	08/07/14	C	47,769.57	.00	47,769.57	V000009560	DUKE ENERGY
056082	08/07/14	C	290,390.00	.00	290,390.00	V000009681	HOWARD TECHNOLOGY SOLUTIONS
056083	08/07/14	C	1,605.86	.00	1,605.86	V000009697	MARATHON OIL COMPANY
056084	08/07/14	C	23,480.00	.00	23,480.00	V000009699	SADA SYSTEMS, INC.
056085	08/07/14	C	1,510.83	.00	1,510.83	V000009721	RHODE ISLAND NOVELTY COMPANY
056086	08/07/14	C	310.31	.00	310.31	V000009732	COASTAL CONSTRUCTION PROD., INC
056087	08/07/14	C	125.00	.00	125.00	V000009734	JOEY SESSIONS
056088	08/07/14	C	5,000.00	.00	5,000.00	V000009735	SMITH & SMITH, TRUST ACCOUNT
056089	08/15/14	C	3,483.53	.00	3,483.53	V000009735	BARNETT'S OFFICE SUPPLY
056090	08/15/14	V	3,483.53	.00	3,483.53	V000009735	BARNETT'S OFFICE SUPPLY
056091	08/15/14	C	422.08	.00	422.08	V000009735	RAGANS ACE HARDWARE, INC.
056092	08/15/14	C	2,023.00	.00	2,023.00	V000009735	CASHWAY BUILDING PRODUCTS
056093	08/15/14	C	268.66	.00	268.66	V000009990	GRAINGER
056094	08/15/14	C	4,683.75	.00	4,683.75	V000001460	FLORIDA SCHOOL BOOK DEPOSITORY
056095	08/15/14	C	2,615.36	.00	2,615.36	V000001477	FLORIDA TRANSPORTATION
056096	08/15/14	C	8,732.95	.00	8,732.95	V000001485	FLORIDA SCHOOL BOARDS
056097	08/15/14	C	53.00	.00	53.00	V000001608	GEORGIA-FLORIDA BURGLAR ALARM
056098	08/15/14	C	232.43	.00	232.43	V000001682	ADVANCED BUSINESS SYSTEMS
056099	08/15/14	C	451.27	.00	451.27	V000001971	LAKESHORE LEARNING MATERIALS
056100	08/15/14	C	41.88	.00	41.88	V000002242	K-MART
056101	08/15/14	C	641.42	.00	641.42	V000002475	BP BUSINESS PLUS
056102	08/15/14	C	150.00	.00	150.00	V000002782	JUDY NEAL
056103	08/15/14	C	10,430.08	.00	10,430.08	V000002887	PEARSON

RPRT- F5B04  
DIST- 62  
BANK- 1111

TAYLOR COUNTY SCHOOL BOARD  
CAPITAL CITY ACCT. PAYABLE

TERMS - FINANCIAL INFORMATION SERIES  
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REQ-01

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NUMBER	DATE	TYPE	AMOUNT	CLEARED	VARIANCE	NUMBER	NAME
056112	08/15/14	C	2,078.72	.00	2,078.72	V000003011	NE-RO TIRE & BRAKE SERVICE
056113	08/15/14	C	203.17	.00	203.17	V000003012	JOHNSTONE SUPPLY
056114	08/15/14	C	1,208.95	.00	1,208.95	V000003030	PERRY NEWSPAPERS, INC.
056115	08/15/14	C	228.63	.00	228.63	V000003332	SAFETY-KLEEN CORPORATION
056116	08/15/14	C	1,354.14	.00	1,354.14	V000003464	SHERWIN WILLIAMS PAINT
056117	08/15/14	C	470.43	.00	470.43	V000003663	STEINHATCHEE ACE HARDWARE
056118	08/15/14	C	510.58	.00	510.58	V000003915	L. R. THOMAS CHEVROLET-OLDS
056119	08/15/14	C	51.00	.00	51.00	V000003975	TRI-COUNTY ELECTRIC CORP.
056120	08/15/14	C	1,136.88	.00	1,136.88	V000003981	HUGHES SUPPLY
056121	08/15/14	C	2,708.00	.00	2,708.00	V000003982	TRITON ELECTRONICS, INC
056122	08/15/14	C	382.56	.00	382.56	V000004102	WEISS BUILDING CENTER
056123	08/15/14	C	185.90	.00	185.90	V000004137	SANDRA DAVIS HENDRY
056124	08/15/14	C	3,867.00	.00	3,867.00	V000004215	SCHOLASTIC, INC
056125	08/15/14	C	101.95	.00	101.95	V000004257	WEST MUSIC
056126	08/15/14	C	96.98	.00	96.98	V000004290	YARBROUGH TIRE CO., INC.
056127	08/15/14	C	43.00	.00	43.00	V000004874	SUBWAY SANDWICHES AND SALADS
056128	08/15/14	C	1,719.15	.00	1,719.15	V000004902	TEACHING STRATEGIES
056129	08/15/14	C	75.17	.00	75.17	V000005043	STAPLES, INC
056130	08/15/14	C	158.28	.00	158.28	V000005149	WAL-MART SUPERCENTER
056131	08/15/14	C	100.00	.00	100.00	V000005149	WAL-MART SUPERCENTER
056132	08/15/14	C	139.00	.00	139.00	V000005349	FLORIDA NOTARY ASSOC INC
056133	08/15/14	C	167.60	.00	167.60	V000005716	FRANKLIN COVEY PRODUCTS
056134	08/15/14	C	230.00	.00	230.00	V000005856	JOSHUA R PADGETT
056135	08/15/14	C	481.80	.00	481.80	V000005878	IBS OF TALLAHASSEE
056136	08/15/14	C	2,893.97	.00	2,893.97	V000006173	PRIDE ENTERPRISE PRINT DIV.
056137	08/15/14	C	3,567.58	.00	3,567.58	V000006353	WON-DOOR CORPORATION
056138	08/15/14	C	1,068.75	.00	1,068.75	V000006618	JOHN HORNBUCKLE
056139	08/15/14	C	3,700.00	.00	3,700.00	V000006865	REALLY GOOD STUFF
056140	08/15/14	C	135.00	.00	135.00	V000006897	GARY ALLEN & SONS PAINTING
056141	08/15/14	C	1,774.68	.00	1,774.68	V000006993	HUNTER'S AUTO ELECTRIC, INC
056142	08/15/14	C	61.70	.00	61.70	V000007065	GOVCONNECTION, INC
056143	08/15/14	C	142.40	.00	142.40	V000007271	CULLIGAN OF TALLAHASSEE
056144	08/15/14	C	22.05	.00	22.05	V000007490	CDW-G, INC
056145	08/15/14	C	144.62	.00	144.62	V000007663	UNIFIRST CORP
056146	08/15/14	C	186.83	.00	186.83	V000007732	MINOLTA COPORATION (COPYFAX)
056147	08/15/14	C	4,210.00	.00	4,210.00	V000007872	PEARSON EDUCATION
056148	08/15/14	C	6,370.92	.00	6,370.92	V000007947	TOM BARROW COMPANY
056149	08/15/14	C	3,750.00	.00	3,750.00	V000007971	BERRIDGE MANUFACTURING, INC
056150	08/15/14	C	234.00	.00	234.00	V000007976	CARROLL'S COMMUNICATIONS, INC
056151	08/15/14	C	20.00	.00	20.00	V000008020	NATIONAL NOTARY ASSOCIATION
056152	08/15/14	C	466.91	.00	466.91	V000008121	GARY FAIRCLOTH
056153	08/15/14	C	185.90	.00	185.90	V000008227	GINGULAR
056154	08/15/14	C	5,051.59	.00	5,051.59	V000008245	ALICIA BESHEARS
056155	08/15/14	C	1,500.00	.00	1,500.00	V000008567	660-FAIRPOINT COMMUNICATIONS
056156	08/15/14	C	116.28	.00	116.28	V000008588	FRANK ALLEN HOME MAINTENANCE
056157	08/15/14	C	430.00	.00	430.00	V000008780	PAMELA L KELLER
056158	08/15/14	C	7,394.93	.00	7,394.93	V000008804	PROFORMA PRINT SOURCE
056159	08/15/14	C	7,696.00	.00	7,696.00	V000008814	MATTHEWS BUSES, INC
056160	08/15/14	C	115.00	.00	115.00	V000008928	AUTOMATIC FIRE SYSTEMS, INC
056161	08/15/14	C		.00		V000008968	ROCHESTER 100, INC



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NUMBER	DATE	TYPE	AMOUNT	CLEARED	VARIANCE	NUMBER	NAME
056162	08/15/14	C	19.95	.00	19.95	V000009033	VECTOR SECURITY, INC
056163	08/15/14	C	7,496.00	.00	7,496.00	V000009165	CAPITAL CITY VISA
056164	08/15/14	C	556.25	.00	556.25	V000009170	GULF COAST PLUMBING AND
056165	08/15/14	C	120.00	.00	120.00	V000009199	THIRD CIRCUIT REPORTERS& VIDEO
056166	08/15/14	C	270.00	.00	270.00	V000009400	STARFALL EDUCATION
056167	08/15/14	C	3,750.00	.00	3,750.00	V000009408	DONNA SZPYRKA ED CONSULTANT
056168	08/15/14	C	2,500.00	.00	2,500.00	V000009516	MIMIO
056169	08/15/14	C	185.90	.00	185.90	V000009538	AUDIE ASH
056170	08/15/14	C	24.90	.00	24.90	V000009581	EAL EDUCATION
056171	08/15/14	C	65.00	.00	65.00	V000009603	PREMIER PEDIATRICS
056172	08/15/14	C	35.00	.00	35.00	V000009614	MONROE MORGAN
056173	08/15/14	C	1,645.00	.00	1,645.00	V000009620	GROSS FIELD SERVICES
056174	08/15/14	C	67.32	.00	67.32	V000009630	CHARLES FINLEY
056175	08/15/14	C	427.10	.00	427.10	V000009634	WEBER AND ASSOCIATES, INC
056176	08/15/14	C	35,870.00	.00	35,870.00	V000009681	HOWARD TECHNOLOGY SOLUTIONS
056177	08/15/14	C	1,500.00	.00	1,500.00	V000009705	SONRISE RENOVATIONS
056178	08/15/14	C	600.00	.00	600.00	V000009714	DESTINATION KNOWLEDGE
056179	08/15/14	C	3,800.00	.00	3,800.00	V000009716	JAY SWINDLE LLC
056180	08/15/14	C	567.00	.00	567.00	V000009730	FLOCABULARY, LLC
056181	08/15/14	C	1,280.00	.00	1,280.00	V000009736	HOODZ
056191	08/29/14	C	2,804.45	.00	2,804.45	V000000060	GLOBAL EQUIPMENT COMPANY
056192	08/29/14	C	106.50	.00	106.50	V000000367	NETT'S GLASS COMPANY
056193	08/29/14	C	53.04	.00	53.04	V000000440	JANICE P. WALKER
056194	08/29/14	C	436.76	.00	436.76	V000000568	RAGANS ACE HARDWARE, INC.
056195	08/29/14	C	189.46	.00	189.46	V000000615	CASHWAY BUILDING PRODUCTS
056196	08/29/14	C	1,809.15	.00	1,809.15	V000000824	COMFORT COOLING OF PERRY, INC.
056197	08/29/14	C	373.96	.00	373.96	V000000873	COX ELECTRONICS OF PERRY
056198	08/29/14	C	2,478.30	.00	2,478.30	V000000901	CURRICULUM ASSOCIATES, INC.
056199	08/29/14	C	258.75	.00	258.75	V000000913	FLORIDA SCHOOL MUSIC ASSOC
056200	08/29/14	C	296.13	.00	296.13	V000000947	GBC/EDUCATIONAL DEPARTMENT
056201	08/29/14	C	658.50	.00	658.50	V000001331	FDLE
056202	08/29/14	C	150.00	.00	150.00	V000001406	MARSHA TAYLOR
056203	08/29/14	C	24,397.00	.00	24,397.00	V000001460	FLORIDA SCHOOL BOOK DEPOSITORY
056204	08/29/14	C	51,367.00	.00	51,367.00	V000001485	FLORIDA SCHOOL BOARDS
056205	08/29/14	C	382.03	.00	382.03	V000001490	FLOWERS BAKING COMPANY
056206	08/29/14	C	102.93	.00	102.93	V000001665	ORIENTAL TRADING CO.
056207	08/29/14	C	154.87	.00	154.87	V000001674	GRAYBAR ELECTRIC
056208	08/29/14	C	35.95	.00	35.95	V000001884	HICKS FEED AND GARDEN CENTER
056209	08/29/14	C	432.15	.00	432.15	V000001971	LAKESHORE LEARNING MATERIALS
056210	08/29/14	C	125.00	.00	125.00	V000001975	HORACE MANN LIFE INSURANCE CO.
056211	08/29/14	C	104.50	.00	104.50	V000002168	JANELLE PUBLICATIONS
056212	08/29/14	C	100.52	.00	100.52	V000002407	CITGO PETROLEUM CORP.
056213	08/29/14	C	218.09	.00	218.09	V000002630	MIMS POWER CENTER, INC.
056214	08/29/14	C	160.22	.00	160.22	V000002797	A.L.T. SERVICES CO., INC.
056215	08/29/14	V	160.22	.00	160.22	V000002797	A.L.T. SERVICES CO., INC.
056216	08/29/14	C	59.89	.00	59.89	V000002955	PERRY AUTO SUPPLY, INC.
056217	08/29/14	C	897.60	.00	897.60	V000002961	LINDA DARLENE HOOVER
056218	08/29/14	C	470.00	.00	470.00	V000003017	JIMBOB PRINTING
056219	08/29/14	C	322.20	.00	322.20	V000003030	PERRY NEWSPAPERS, INC.
			537.03	.00	537.03	V000003077	PITSCO, INCORPORATED

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056220	08/29/14	C	5,784.08	.00	5,784.08	V000003354	ANGELA M. BALL, P.A.
056221	08/29/14	C	4,907.29	.00	4,907.29	V000003464	SHERWIN WILLIAMS PAINT
056222	08/29/14	C	261.81	.00	261.81	V000003583	SPRINT UNITED
056223	08/29/14	C	252.05	.00	252.05	V000003734	TACO SAW & EQUIPMENT, INC
056224	08/29/14	C	6,675.50	.00	6,675.50	V000003823	TREE CAPITAL CREDIT UNION
056225	08/29/14	C	218.00	.00	218.00	V000003825	TAYLOR TECHNICAL INSTITUTE
056226	08/29/14	C	2,959.00	.00	2,959.00	V000003982	TRITON ELECTRONICS INC
056227	08/29/14	C	1,297.09	.00	1,297.09	V000004102	WEISS BUILDING CENTER
056228	08/29/14	C	250.70	.00	250.70	V000004488	COMCAST CABLE
056229	08/29/14	C	3,483.53	.00	3,483.53	V000004617	ATD-AMERICAN COMPANY
056230	08/29/14	C	125.00	.00	125.00	V000004668	WENDY M.SLAUGHTER
056231	08/29/14	C	330.00	.00	330.00	V000004929	FLORIDA DEPT OF EDUCATION
056232	08/29/14	C	193.23	.00	193.23	V000005043	STAPLES, INC
056233	08/29/14	C	12,965.00	.00	12,965.00	V000005087	SPRINGHILL NURSERY, INC
056234	08/29/14	C	400.00	.00	400.00	V000005149	WAL-MART SUPERCENTER
056235	08/29/14	C	910.00	.00	910.00	V000005198	PASFEPA
056236	08/29/14	C	11,937.70	.00	11,937.70	V000005615	BLUE CROSS BLUE SHIELD OF FLA
056237	08/29/14	C	86,701.50	.00	86,701.50	V000005760	GARRISON DESIGN & CONSTRUCTION
056238	08/29/14	C	1,400.00	.00	1,400.00	V000005856	JOSHUA R PADGETT
056239	08/29/14	C	129,341.27	.00	129,341.27	V000006074	CAPITAL CITY BANK
056240	08/29/14	C	147.95	.00	147.95	V000006341	ACCURATE LABEL DESIGNS
056241	08/29/14	C	191.00	.00	191.00	V000006352	FLSDU - TAYLOR COUNTY
056242	08/29/14	C	2,847.33	.00	2,847.33	V000006353	WON-DOOR CORPORATION
056243	08/29/14	C	6.00	.00	6.00	V000006362	LINDA THOMAS
056244	08/29/14	C	199.79	.00	199.79	V000006552	CHRIS OLSON
056245	08/29/14	C	39,640.00	.00	39,640.00	V000006583	SOFTWARE HOUSE INTL CORP.
056246	08/29/14	C	10,435.00	.00	10,435.00	V000006710	THE LEGEND GROUP
056247	08/29/14	C	22,501.26	.00	22,501.26	V000006711	RENAISSANCE LEARNING, INC
056248	08/29/14	C	541.20	.00	541.20	V000006865	REALLY GOOD STUFF
056249	08/29/14	V	541.20	.00	541.20	V000006865	REALLY GOOD STUFF
056250	08/29/14	C	3,500.00	.00	3,500.00	V000006897	GARY ALLEN & SONS PAINTING
056251	08/29/14	C	125.00	.00	125.00	V000006938	HOLLY D WARD
056252	08/29/14	C	760.90	.00	760.90	V000007067	BOOKS-A-MILLION
056253	08/29/14	C	20.00	.00	20.00	V000007074	RODERICK G WILLIAMS
056254	08/29/14	C	209.88	.00	209.88	V000007182	S & S DISCOUNT SPORTS
056255	08/29/14	C	33.88	.00	33.88	V000007193	JEAN M DRAWDY
056256	08/29/14	C	115.00	.00	115.00	V000007316	MAXINE HILL
056257	08/29/14	C	783.03	.00	783.03	V000007538	AMAZON.COM CORPORATE CREDIT
056258	08/29/14	C	102.00	.00	102.00	V000007577	TAYLOR COUNTY ELEMENTARY
056259	08/29/14	C	384.55	.00	384.55	V000007618	SHIRLEY MURPHY
056260	08/29/14	C	75.00	.00	75.00	V000007621	VALIC
056261	08/29/14	C	180.00	.00	180.00	V000007701	HORIZON SOFTWARE INT'L, LLC
056262	08/29/14	C	157.37	.00	157.37	V000007732	MINOLTA COPORATION (COPYFAX)
056263	08/29/14	C	1,500.00	.00	1,500.00	V000007866	WILLIAM K. REVELS
056264	08/29/14	C	996.00	.00	996.00	V000007938	TYCO SIMPLEXGRINNELL
056265	08/29/14	C	3,750.00	.00	3,750.00	V000007976	CARROLL'S COMMUNICATIONS, INC
056266	08/29/14	C	40.00	.00	40.00	V000008121	GARY FAIRCLOTH
056267	08/29/14	C	106.08	.00	106.08	V000008158	JAMES RODNEY KING
056268	08/29/14	C	201.26	.00	201.26	V000008288	TEACHER DIRECT
056269	08/29/14	C	4,700.00	.00	4,700.00	V000008588	FRANK ALLEN HOME MAINTENANCE

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NUMBER	DATE	TYPE	AMOUNT	CLEARED	VARIANCE	NUMBER	-----P A Y E-----NAME
056269	08/29/14	C	1,600.00	.00	1,600.00	V000008600	GEORGIA-FLORIDA BARK & MULCH
056270	08/29/14	C	2,450.00	.00	2,450.00	V000008768	MILLINOR MASONRY & CONCRETE
056271	08/29/14	C	77.52	.00	77.52	V000008780	PAMELA L KELLER
056272	08/29/14	C	178,189.85	.00	178,189.85	V000008807	BLUE CROSS BLUE SHIELD OF FLA
056273	08/29/14	C	63,448.00	.00	63,448.00	V000008823	CERTIFIED CONTROL SYSTEMS
056274	08/29/14	C	8,613.46	.00	8,613.46	V000008886	NATURE COAST ELECTRIC LLC
056275	08/29/14	C	200.00	.00	200.00	V000008939	DEBRA SUE FREEMAN
056276	08/29/14	C	1,700.00	.00	1,700.00	V000008940	ERIC SLAUGHTER, LLC
056277	08/29/14	C	650.00	.00	650.00	V000008964	CLYDE BROWN
056278	08/29/14	C	1,175.00	.00	1,175.00	V000008991	AXA EQUITABLE
056279	08/29/14	C	961.80	.00	961.80	V000009008	SONITROL VERIFIED ELECTRONIC
056280	08/29/14	C	16,296.77	.00	16,296.77	V000009106	ASHFORD SERVICES, INC.
056281	08/29/14	C	205.80	.00	205.80	V000009117	CENTURYLINK
056282	08/29/14	C	1,436.42	.00	1,436.42	V000009141	NEW EGG
056283	08/29/14	C	362.60	.00	362.60	V000009157	IDVILLE
056284	08/29/14	C	5,734.94	.00	5,734.94	V000009165	CAPITAL CITY VISA
056285	08/29/14	C	1,508.10	.00	1,508.10	V000009170	GULF COAST PLUMBING AND
056286	08/29/14	C	6,908.21	.00	6,908.21	V000009205	LIFE INSURANCE COMPANY OF
056287	08/29/14	C	2,632.08	.00	2,632.08	V000009224	WILLIAMS INSTITUTIONAL FOODS
056288	08/29/14	C	60,000.00	.00	60,000.00	V000009226	PEAVY & SON CONST.CO.,INC.
056289	08/29/14	C	395.98	.00	395.98	V000009270	SHELL FLEET PLUS
056290	08/29/14	C	56.25	.00	56.25	V000009317	TALLAHASSEE COMMUNITY COLLEGE
056291	08/29/14	C	2,012.61	.00	2,012.61	V000009326	SYSCO GULF COAST, INC
056292	08/29/14	C	12,500.00	.00	12,500.00	V000009444	FAILURE FREE READING
056293	08/29/14	C	19,827.72	.00	19,827.72	V000009470	GORDON FOOD SERVICE, INC.
056294	08/29/14	C	6,000.00	.00	6,000.00	V000009548	FED NET
056295	08/29/14	C	41,198.61	.00	41,198.61	V000009560	DUKE ENERGY
056296	08/29/14	C	260.00	.00	260.00	V000009589	DEPT. OF CHILDREN AND FAMILIES
056297	08/29/14	C	331.80	.00	331.80	V000009590	JUDY L. JOHNSON
056298	08/29/14	C	7,859.67	.00	7,859.67	V000009595	TRISTATE GRAPHICS II LLC
056299	08/29/14	C	11,442.33	.00	11,442.33	V000009607	AMTEC LESS-LETHAL SYSTEMS INC
056300	08/29/14	C	20.00	.00	20.00	V000009614	MONROE MORGAN
056301	08/29/14	C	770.00	.00	770.00	V000009620	GROSS FIELD SERVICES
056302	08/29/14	C	155.04	.00	155.04	V000009633	JULIE HURST
056303	08/29/14	C	66.00	.00	66.00	V000009666	JODIE TILLMAN
056304	08/29/14	C	2,325.12	.00	2,325.12	V000009692	SCHOOL DATEBOOKS, INC
056305	08/29/14	C	6,000.00	.00	6,000.00	V000009708	KAREN E. CONE
056306	08/29/14	C	720.00	.00	720.00	V000009722	EMBRY-RIDDLE AERONAUTICAL UNIV
056307	08/29/14	C	435.00	.00	435.00	V000009724	SOLUTIONZ CONFERRING, INC
056308	08/29/14	C	7,867.20	.00	7,867.20	V000009727	HODGE PRODUCTS INC
056309	08/29/14	C	120.61	.00	120.61	V000009737	EDUCATIONAL TOYS PLANET
056310	08/29/14	C	1,340.00	.00	1,340.00	V000009738	NETWORK CABLING SERVICES, INC
056311	08/29/14	C	6,350.00	.00	6,350.00	V000009739	PADGETT'S TREE SERVICE
BANK	TOTAL		1,745,120.81	.00	1,745,120.81		

## Over-time Report August 2014



# TAYLOR COUNTY SCHOOL BOARD

## Overtime Report

4.08

As of August 31, 2014 - Period 02

MONTH	CURRENT MONTH	YTD	CHANGE FROM PRIOR		MONTHLY AVERAGE
			MO		
Jul-14	2,795	-	-		2,795
Aug-14	1,598	4,393	(1,197)		2,196
Sep-14					
Oct-14					
Nov-14					
Dec-14					
Jan-15					
Feb-15					
Mar-15					
Apr-15					
May-15					
Jun-15					
Total		4,393			
YTD General Fund - not reimbursed		1,504			
YTD LCIF/"2 mill"		-			
YTD Reimbursable funding		2,888			
Food Service		-			
<b>Total</b>		<b>4,393</b>			



# TAYLOR COUNTY SCHOOL BOARD

## Overtime Report

4.08

As of August 31, 2014- Period 02

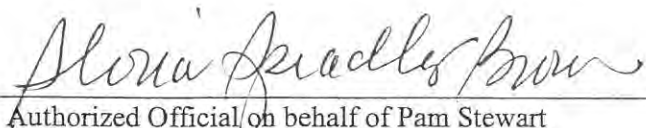

### OVERTIME REPORT FOR 8-29-14

Site	P/R Dte	Employee	Gen Fnd	2 mil	Reimb.	Food Ser	Hrs Wkd	Paid	Task assigned
Maint	8/1-29/14	Dice, Robert	135.85				6	135.85	electrical, plumbing, phone, doors, etc
		Wright, Greg	356.09				17	356.09	electrical, plumbing, furniture repair, etc
OTHER COMPENSATION									
TCMS	8/1-29/14	Demps, George			735.21		29.5	735.21	open/close church groups
Transport.	8/1-29/14	Wright, Greg			233.96		7.5	233.96	CDL Testing(blended rate)
Finance	8/1-29/14	Coxwell, Stacie	136.78				6.75	136.78	Property Inventory
			628.72		969.17		66.75	\$1,597.89	Total 8-29-14



**Florida Department of Education  
Project Award Notification**

6.03  
(# 1.)

<b>1 PROJECT RECIPIENT</b> Taylor County School District	<b>2 PROJECT NUMBER</b> 620-1615A-5CP01
<b>3 PROJECT/PROGRAM TITLE</b> Carl D. Perkins Career Technical Education, Postsecondary Section 132  <div align="right"><b>TAPS 15B005</b></div>	<b>4 AUTHORITY</b> 84.048A L.I. 124 Carl Perkins - Voc. ED Basic
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 08/04/2014 - 06/30/2015 Program Period: 08/04/2014 - 06/30/2015
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$ 36,569.00 Amendment Amount: Estimated Roll Forward: \$ Certified Roll Amount: Total Project Amount: \$ 36,569.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: 06/30/2015</li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2015</li> <li>Last date for receipt of proposed budget and program amendments: 06/30/2015</li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>Date(s) for program reports:</li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> Ebonee Dennis <b>Phone:</b> (850) 245 - 9044 <b>Email:</b> <a href="mailto:Ebonee.Dennis@fldoe.org">Ebonee.Dennis@fldoe.org</a> <b>Grants Management:</b> Unit B (850) 245-0496	<div align="center"><b>Comptroller's Office</b> (850) 245-0401</div> <div style="float: right;"> <b>11 DOE FISCAL DATA</b>   DBS: 55 90 00  EO: F5  Object: 720035 </div>
<b>12 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs.</li> <li>For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20<sup>th</sup> of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.</li> <li>Other: <b>Only 25% of the "Current Approved Budget" in block 7 is authorized for obligating or expending during the first quarter period of July 1, 2014 through September 30, 2014. The balance of the allocation (75%) and any unexpended funds from the first quarter will be available October 1, 2014 through June 30, 2015.</b></li> </ul>	
<b>13 APPROVED:</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">   Authorized Official on behalf of Pam Stewart  Commissioner of Education </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 2em; font-family: cursive;">9/5/14</div>  Date of Signing </div> </div> <div align="right" style="margin-top: 20px;">  </div>	





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

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

# FLORIDA DEPARTMENT OF EDUCATION

## Project Application

**ORIGINAL**

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Program Name:</b>  <p style="text-align: center;"><b>Carl D. Perkins</b>  <b>Postsecondary, Section 132</b>  <b>Entitlement</b>  <b>Fiscal Year 2014-2015</b></p> <p style="text-align: center;"><b>TAPS NUMBER: 15B005</b></p>	<b>DOE USE ONLY</b>  Date Received  <div style="text-align: center;">      </div>								
<b>B) Name and Address of Eligible Applicant:</b>  Taylor County School District 318 North Clark Street Perry, FL 32347		<b>Project Number (DOE Assigned)</b>  <div style="font-size: 1.2em;">620-1615A-5CPD1</div>								
<b>C) Total Funds Requested:</b>  <div style="text-align: center; font-size: 1.2em;">\$ 36,569.00</div> <hr style="width: 50%; margin: 10px auto;"/> <div style="text-align: center;"> <b>DOE USE ONLY</b>   <b>Total Approved Project:</b>   <div style="text-align: center; font-size: 1.2em;">\$</div> </div>	<b>D) Applicant Contact &amp; Business Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Contact Name: Judy Johnson</td> <td>Telephone Numbers: 850.838.2545 (J. Johnson)</td> </tr> <tr> <td>Fiscal Contact Name: Ashley Valentine</td> <td>850.838.2503 (A. Valentine)</td> </tr> <tr> <td>Mailing Address: Taylor Technical Institute 3233 South Byron Butler Pkwy. Perry, FL 32348</td> <td>E-mail Addresses: <a href="mailto:Judy.johnson@taylor.k12.fl.us">Judy.johnson@taylor.k12.fl.us</a> <a href="mailto:Ashley.valentine@taylor.k12.fl.us">Ashley.valentine@taylor.k12.fl.us</a></td> </tr> <tr> <td>Physical/Facility Address: Taylor Technical Institute 3233 South Byron Butler Pkwy. Perry, FL 32348</td> <td>DUNS number: 100173129 FEIN number: 59-6000878</td> </tr> </table>		Contact Name: Judy Johnson	Telephone Numbers: 850.838.2545 (J. Johnson)	Fiscal Contact Name: Ashley Valentine	850.838.2503 (A. Valentine)	Mailing Address: Taylor Technical Institute 3233 South Byron Butler Pkwy. Perry, FL 32348	E-mail Addresses: <a href="mailto:Judy.johnson@taylor.k12.fl.us">Judy.johnson@taylor.k12.fl.us</a> <a href="mailto:Ashley.valentine@taylor.k12.fl.us">Ashley.valentine@taylor.k12.fl.us</a>	Physical/Facility Address: Taylor Technical Institute 3233 South Byron Butler Pkwy. Perry, FL 32348	DUNS number: 100173129 FEIN number: 59-6000878
Contact Name: Judy Johnson	Telephone Numbers: 850.838.2545 (J. Johnson)									
Fiscal Contact Name: Ashley Valentine	850.838.2503 (A. Valentine)									
Mailing Address: Taylor Technical Institute 3233 South Byron Butler Pkwy. Perry, FL 32348	E-mail Addresses: <a href="mailto:Judy.johnson@taylor.k12.fl.us">Judy.johnson@taylor.k12.fl.us</a> <a href="mailto:Ashley.valentine@taylor.k12.fl.us">Ashley.valentine@taylor.k12.fl.us</a>									
Physical/Facility Address: Taylor Technical Institute 3233 South Byron Butler Pkwy. Perry, FL 32348	DUNS number: 100173129 FEIN number: 59-6000878									
<b>CERTIFICATION</b>  <p>I, <u><b>Paul Dyal</b></u>, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. 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.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 40%;"> <p>E) </p> <p style="text-align: center;">Signature of Agency Head</p> </div> <div style="width: 50%; text-align: right;"> <div style="font-size: 1.5em; font-weight: bold;">ORIGINAL</div> </div> </div>										



A) TAYLOR COUNTY SCHOOL DISTRICT (POSTSECONDARY)

Name of Eligible Recipient:

TAPS Number

15B005

B)

Project Number: (DOE USE ONLY)

## FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5300	390	Indirect Cost Not to exceed 5.00% used for Suwannee-Hamilton Technical Center for administering consortium services for the grant. Required uses 1-9		<del>\$1,828</del> 1741 pm
5300	120	<b>Salary</b> – One Part Time CTE Welding Instructor at <b>@\$39.00 per hour/7.5 hours for 196 days x 20% = \$11,466</b> Required use of Funds #1, 5B, 8 Permissive Use of Funds #15, 19. (Performance Measure Addressed: 1A1, 1A2, 2A1, 3A1, 3A2, 4A1, 4A2)	.20	\$11,466
5300	210	<b>Benefits:</b> One Part Time Welding Instructor–Retirement 6.95%		\$797
5300	220	<b>Benefits:</b> One Part Time Welding Instructor-Social Security - FICA 6.20%		\$711
5300	220	<b>Benefits:</b> One Time Welding Instructor – Medicare 1.45%		\$166
5300	234	<b>Benefits:</b> One Part Time Welding Instructor– Health Insurance \$2,310 x .20= \$462		\$462
5300	235/240	<b>Benefits:</b> One Part Time Welding Instructor–Worker's Comp 1.38%		\$158
5300	130	<b>Salary:</b> One Part Time CTE Transition Specialist(TS)/ Facilitator(F) / Recruiter (R) to instruct the CTE Students with CHOICES, resume building, Florida Ready To Work, also to recording, administer, and monitoring the TABE test scores for the CTE Instructors, <b>\$20.193 per hour x 8 hr/wk x 260 days x 30%= \$12,600.</b> Required Use of Funds #1, 5Aiii, 5B, 7, 9. Permissive Use of Funds #1, 15, 19. (Performance Measure Addressed: 1A1, 1A2, 2A1, 3A1, 3A2, 4A1, 4A2)	.30	\$12,600
5300	220	<b>Benefits:</b> For CTE TS/F/R –Retirement 6.95%		\$876
5300	220	<b>Benefits:</b> For CTE TS/F/R -Social Security FICA 6.20%		\$781
5300	220	<b>Benefits:</b> For CTE TS/F/R-Medicare 1.45%		\$183
5300	234	<b>Benefits:</b> For CTE TS/F/ R-Health Insurance \$2,310 x .30= \$693		\$693
5300	235/240	<b>Benefits:</b> For CTE TS /F/ R – Worker's Compensation 1.38%		\$174
5300	140	<b>Salary-</b> for Substitute Teachers when the instructor is attending professional development related to their CTE areas. (Up to 30 hrs. @ Sub pay)Required Use of Funds #1, 5Aiii, 5B, 7, 9.Permissive Use of Funds #1, 15, 19 (Performance Measure Addressed: 1A1, 1A2, 2A1, 3A1, 3A2, 4A1, 4A2)		\$270
				<b>\$ cont.</b>

DOE 100A

Revised February 2014

Pam Stewart, Commissioner





A) TAYLOR COUNTY SCHOOL DISTRICT (POSTSECONDARY)

Name of Eligible Recipient:

TAPS Number

15B005

B)

Project Number: (DOE USE ONLY)

# FLORIDA DEPARTMENT OF EDUCATION

## Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5300	332	<b>Out of County Travel:</b> Travel to include Post Secondary CTE Instructors to attend program related workshops & CTE Conferences, This training will meet the <b>improvement performance plans</b> for the CTE instructors to keep their certification and classroom skills up to date. Required Use of Funds #1, 5Ai, 5Aiv, 5C, 5D, Permissive Use of Funds #18, 19. (Performance Measure Addressed: 1A1, 1A2, 2A1, 3A1, 3A2, 4A1, 4A2)		\$1,000
5300	510	<b>Materials/Supplies-</b> To purchase General Office Supplies for PostSecondary CTE Programs, Building supplies for the Building Trades & Construction Design Technology program (such as nails, building materials, safety glasses, gloves, ear plugs, hardware, assorted hand tools), these supplies are for PostSecondary CTE instructors and PostSecondary CTE students to use in the classroom to assist in the program improvement plans and to improve their skills, to place them in high skill/high wages, and high demand jobs as part of the <b>performance improvement plan</b> . Required Use of Funds #1, 4, 4B, 4C, 5Aii, Permissive Use of Funds #7,15,18.(Performance Measure Addressed: 1A1, 1A2, 2A1, 3A1, 3A2, 4A1, 4A2)		<del>\$2,604</del> 2,169 <i>pmw</i>
5300	362	<b>Rental less than \$750(site license, etc.) - Business Program -</b> Certiport 25 site license @ \$ 52.00 each = \$1,300 and E&I, MLWT, and IMMRWT, postsecondary programs ComWorks software license \$500 Per year July 1, 2014 until June 30, 2015. Required Use of Funds #1, 4, 4B, 4C, 5Aii, Permissive Use of Funds #7,15,18.(Performance Measure Addressed: 1A1, 1A2, 2A1, 3A1, 3A2, 4A1, 4A2)		\$1,800
<b>C) TOTAL</b>				<b>\$36,569</b>

DOE 100A

Revised February 2014

Pam Stewart, Commission



5,491

**Florida Department of Education  
Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

Equipment projected to be purchased with funds from this grant must be submitted on this form or in a format that contains the information appearing on this form.

A) TAYLOR COUNTY SCHOOL DISTRICT (POSTSECONDARY)  
Name of Eligible Recipient

TAPS Number  
15B005

B) \_\_\_\_\_  
Project Number (DOE USE ONLY)

Agencies are accountable for all equipment purchased using grant funds including those below the agencies' thresholds.

**PROJECTED EQUIPMENT PURCHASES**

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
	A	B	C	D	E	F	G	H
1				No planned purchases at this time.				
2								
3								
4								
5								
6								
7								
8								
9								
10								

**Inventory Guidelines**

The following elements are required on the inventory of all equipment purchased.

EDGAR 80.32(d)(1): Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above?

X  
YES      NO



Agenda Item Number 7.01  
(# 1.)

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

Date Submitted 09/25/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Judy Johnson - Director - TTI

Name of document placed on agenda: Course Offerings - TTI

Summary description regarding this action item:

2014-15 Course Offerings for TTI  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures Required

Yes ☐ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_



# TAYLOR TECHNICAL INSTITUTE


JUDY JOHNSON, DIRECTOR  
JODI TILLMAN, ASSISTANT DIRECTOR



MEMORANDUM: 15-033

DATE: September 25, 2014

TO: Paul Dyal – Superintendent  
Taylor County School District

FROM: Judy Johnson - Director  
Taylor Technical Institute 

SUBJECT: Course Offerings  
2014 – 2015 School Year – TTI

Please find attached the 2014–2015 Course Offerings for Taylor Technical Institute this year.

Please submit this list to the Taylor County School Board at the next meeting on October 7, 2014, for approval.

If you have any questions, please let me know.

JJ/mrc

Attachment – Course Offerings

# Taylor Technical Institute

## 2014-2015 Course Offerings

Program Number	Course Number	Program Title Course Title/Hours	CIP Number	Grade Level	Hours/	Day or Night
					Credit	
		<b>ADULT EDUCATION</b>				
<b>S990001</b>		<b>APPLIED ACADEMICS FOR ADULT EDUCATION</b>	1199.0002SN 1532.010503	30,31	Varies	
	S990011	Math		30,31	Varies	Day/Night
	S990021	Language Arts		30,31	Varies	Day/Night
	S990031	Reading		30,31	Varies	Day/Night
	S990041	Comprehensive (includes instruction in all 3 courses)		30,31	Varies	Day/Night
<b>9900130</b>		<b>GED® PREPARATION PROGRAM</b>	1532.010207	30,31	Varies	
	9900131	GED® Reasoning Through Language Arts		30,31	Varies	Day/Night
	9900134	GED® Mathematical Reasoning		30,31	Varies	Day/Night
	9900135	GED® Comprehensive		30,31	Varies	Day/Night
	9900133	GED® Science		30,31	Varies	Day/Night
	9900132	GED® Social Studies		30,31	Varies	Day/Night
<b>9900100</b>		<b>ADULT GENERAL EDUCATION FOR ADULTS WITH DISABILITIES</b>	1532.010204	30,31	Varies	Day
		<b>ARCHITECTURE AND CONSTRUCTION</b>				
<b>8720300</b>		<b>BUILDING CONSTRUCTION TECHNOLOGIES (TEACH OUT)</b>	646040102	Secondary	2 credits	
	8720320	Building Construction Technology 2		Secondary	1 credit	Day
	8720330	Building Construction Technology 3		Secondary	1 credit	Day
<b>8722000</b>		<b>BUILDING TRADES AND CONSTRUCTION DESIGN TECHNOLOGY</b>	646041506	Secondary	4 credits	
	8722010	Building Trades and Construction Design Technology 1		Secondary	1 credit	Day
	8722020	Building Trades and Construction Design Technology 2		Secondary	1 credit	Day
	8722030	Building Trades and Construction Design Technology 3		Secondary	1 credit	Day
	8722040	Building Trades and Construction Design Technology 4		Secondary	1 credit	Day

8725000		<b>DRAFTING</b>	648010102	Secondary	4 credits	
	8725010	Drafting 1		Secondary	1 credit	Day
	8725020	Drafting 2		Secondary	1 credit	Day
	8725030	Drafting 3		Secondary	1 credit	Day
	8725040	Drafting 4		Secondary	1 credit	Day
		<b>BUSINESS, MANAGEMENT &amp; ADMINISTRATION</b>				
B070330		<b>ADMINISTRATIVE OFFICE SPECIALIST</b>	552040103	PSAV	1050 Hours	
	OTA0040	Information Technology Assistant		PSAV	150	Day
	OTA0041	Front Desk Specialist		PSAV	300	Day
	OTA0030	Assistant Digital Production Designer		PSAV	150	Day
	OTA0043	Administrative Office Specialist		PSAV	450	Day
8212500		<b>ADMINISTRATIVE OFFICE SPECIALIST</b>	552040103	Secondary	7 credits	
	8207310	Introduction to Information Technology		Secondary	1 credit	Day
		<b>MANUFACTURING</b>				
J110100		<b>ELECTRICAL AND INSTRUMENTATION TECHNOLOGY 1</b>	615040401	PSAV	1000 Hours	
	EEV0650	Electrician (Construction)		PSAV	350	Day
	EEV0652	Instrument Mechanic		PSAV	350	Day
	EEV0654	Electrician Maintenance		PSAV	300	Day
J110200		<b>ELECTRICAL AND INSTRUMENTATION TECHNOLOGY 2</b>	615040402	PSAV	800 hours	
	EEV0656	Instrument Technician		PSAV	400	Day
	EEV0658	Operating Engineer Assistant Stationary		PSAV	400	Day
I150404		<b>ELECTRICAL &amp; INSTRUMENTATION TECHNOLOGY (TEACH OUT)</b>	615040400	PSAV	1800 hours	
	EEV0650	Electrician (Construction)		PSAV	350	Day
	EEV0652	Instrument Mechanic		PSAV	350	Day
	EEV0654	Electrician Maintenance		PSAV	300	Day
	EEV0656	Instrument Technician		PSAV	400	Day
	EEV0658	Operating Engineer Assistant Stationary		PSAV	400	Day

<b>I480500</b>		<b>APPLIED WELDING TECHNOLOGIES</b>					
	PMT0011	Welder Helper		648050802	PSAV	1170 Hours	
	PMT0012	Welder, Shielded Metal Arc			PSAV	250	Day/night
	PMT0013	Welder, Gas-Metal Arc			PSAV	250	Day/night
	PMT0014	Welder, Flux Cored Arc			PSAV	125	Day/night
	PMT0015	Welder, Gas-Tungsten Arc			PSAV	100	Day/night
	PMT0016	Welder, Pipe			PSAV	175	Day/night
<b>J590100</b>		<b>INDUSTRIAL MACHINERY MAINTENANCE 1</b>			PSAV	270	Day/night
	ETI0450	Industrial Machinery Maintenance Assistant		647030303	PSAV	750 Hours	
	ETI0456	Machinery Maintenance Mechanic			PSAV	450	Day
<b>J590200</b>		<b>INDUSTRIAL MACHINERY MAINTENANCE 2</b>			PSAV	300	Day
	ETI0457	Machinery Maintenance Technician		647030304	PSAV	600 Hours	Day
	ETI0458	Industrial Maintenance Specialist			PSAV	150	Day
<b>I470303</b>		<b>INDUSTRIAL MACHINERY MAINTENANCE &amp; REPAIR (TEACH OUT)</b>			PSAV	450	Day
	ETI0450	Industrial Machinery Maintenance Assistant		647030300	PSAV	1350 Hours	
	ETI0456	Machinery Maintenance Mechanic			PSAV	450	Day
	ETI0457	Machinery Maintenance Technician			PSAV	300	Day
	ETI0458	Industrial Maintenance Specialist			PSAV	150	Day
<b>J590400</b>		<b>MILLWRIGHT 1</b>			PSAV	450	Day
	ETI0450	Industrial Machinery Maintenance Assistant		647030305	PSAV	750 Hours	
	ETI0456	Machinery Maintenance Mechanic			PSAV	450	Day
<b>J590500</b>		<b>MILLWRIGHT 2</b>			PSAV	300	Day
	ETI0457	Machinery Maintenance Technician		647030306	PSAV	600 Hours	Day
	ETI0459	Millwright			PSAV	150	Day
<b>I470313</b>		<b>MILLWRIGHT (TEACH OUT)</b>			PSAV	450	Day
	ETI0450	Industrial Machinery Maintenance Assistant		647030302	PSAV	1350 Hours	
	ETI0456	Machinery Maintenance Mechanic			PSAV	450	Day
	ETI0457	Machinery Maintenance Technician			PSAV	300	Day
	ETI0459	Millwright			PSAV	150	Day
					PSAV	450	Day



D886200		Cooperative Diversified Education OUT		10988620CP	PSAV	Multiple	Day
		HUMAN SERVICES					
D500100		COSMETOLOGY		612040102	PSAV	1200 Hours	
	CSP0009	Grooming and Salon Services, Facials and Nails			PSAV	225	Day
	COS0002	Cosmetologist and Hairdresser 1			PSAV	300	Day
	COS0003	Cosmetologist and Hairdresser 2			PSAV	300	Day
	COS0009	Cosmetologist and Hairdresser 3			PSAV	375	Day
		HEALTH SCIENCE					
8417210		NURSING ASSISTANT (ACUTE AND LONG TERM)		317060201	Secondary	2 credits	
	8417100	Health Science 1			Secondary	1 credit	Day
	8417110	Health Science 2			Secondary	1 credit	Day
H170690		NURSING ASSISTANT (ARTICULATED)		351390203	PSAV	165 hours	
	HSC0003	Basic Healthcare Worker			PSAV	90	Day
	HCP0121	Nurse Aide and Orderly (Articulated)			PSAV	75	Day
H170694		PATIENT CARE TECHNICIAN		351390205	PSAV	600 hours	
	HSC0003	Basic Healthcare Worker			PSAV	90	Day
	HCP0121	Nurse Aide and Orderly (Articulated)			PSAV	75	Day
	HCP0332	Advanced Home Health Aide			PSAV	50	Day
	HCP0020	Patient Care Assistant			PSAV	75	Day
	HSC0016	Allied Health Assistant			PSAV	150	Day
	MEA0580	Advanced Allied Health Assistant			PSAV	100	Day
	PRN0094	Patient Care Technician			PSAV	60	Day
H170605		PRACTICAL NURSING		351390100	PSAV	1350 hours	Day
	HSC0003	Basic Healthcare Worker			PSAV	90	Day
	HCP0121	Nurse Aide and Orderly (Articulated)			PSAV	75	Day
	PRN0091	Practical Nurse 1			PSAV	285	Day
	PRN0092	Practical Nurse 2			PSAV	450	Day
	PRN0096	Practical Nurse 3			PSAV	450	Day



Agenda Item Number 7.01  
(#2.)

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

Date Submitted 09/23/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Judy Johnson - Director - TTI

Name of document placed on agenda: Program Advisory Committees-14-15

Summary description regarding this action item:

Taylor Technical Institute's Program Advisory Committees for

2014-15 School Year

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Signatures Required

Yes ☐ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

TCSB # 0607-3



# TAYLOR TECHNICAL INSTITUTE


JUDY JOHNSON, DIRECTOR  
JODI TILLMAN, ASSISTANT DIRECTOR



MEMORANDUM: 15-032

DATE: September 18, 2014

TO: Paul Dyal – Superintendent  
Taylor County School District

FROM: Judy Johnson – Director   
Taylor Technical Institute

SUBJECT: Program Advisory Committees – 2014- 2015  
Taylor Technical Institute

Please find attached the 2014 – 2015 Program Advisory Committee lists for each CTE program offered at Taylor Technical Institute.

Please submit these lists to the Taylor County School Board for their approval at the next regularly scheduled meeting on October 7, 2014.

If you have any questions, please let me know.

JJ/mrc  
Attachments – Program Advisory Lists

Building Construction Technology  
Program Advisory Committee  
2014 – 2015

Jim Bassett  
2401 St. Andrews Drive  
Perry FL 32348

David Sullivan  
120 Pine Tree Road  
Perry FL 32348

John Cruce  
105 East Bay  
Perry FL 32348

Bobby Stefanelli  
4705 Econfinia River Road  
Perry FL 32347

Business Department  
Program Advisory Committee  
Board Members  
2014 – 2015

Mr. Mark Wiggins  
Tax Collector's Office  
PO Box 30  
Perry, FL 32348  
850 838-3517  
[MWiggins@taylorcountytaxcollector.com](mailto:MWiggins@taylorcountytaxcollector.com)

Ms. Angela Wilson  
CCBG – Bank  
115 W. Green Street  
Perry, FL 32347  
850 584-2057  
[Wilson.Angela@CCBG.com](mailto:Wilson.Angela@CCBG.com)

Ms. Doris Sparkman, CPA  
213 E Green Street  
Perry, FL 32347  
850-584-2500  
[Doris.CPA@comcast.net](mailto:Doris.CPA@comcast.net)

Cosmetology  
Program Advisory Committee  
2014 – 2015

Smart Styles Salon (located inside Walmart)  
1900 South Jefferson Street  
Perry FL 32348  
(850) 223-2905

Members: La Untrice Simmons, Manager/Stylist  
Stylist: Derrick Harmon

Unlimited Styles  
1708 South Byron Butler Parkway  
Perry, FL 32348

Member: Trevor Holton

**ELECTRICAL AND INSTRUMENTATION TECHNOLOGY  
PROGRAM ADVISORY COMMITTEE MEMBERS**

2014-2015

**Brian Wilson**

General Dynamics  
PO Box 222  
St. Marks Florida 32355

**Lou Yates**

General Dynamics  
PO Box 222  
St. Marks Florida 32355

**Paris Drain**

General Dynamics  
PO Box 222  
St. Marks Florida 32355

**Justin Eubanks**

General Dynamics  
PO Box 222  
St. Marks Florida 32355

**James McPhee**

General Dynamics  
PO Box 222  
St. Marks Florida 32355



Practical Nursing / Health Careers  
Program Advisory Committee  
2014-2015

Mary Lescher, CCO (Chief Clinical Officer)  
Doctor Memorial Hospital  
333 North Byron Butler Parkway  
Perry, FL 32347  
(850) 584-0885

Glenda Hamby  
603 West Green Street  
Perry, FL 32347  
(850) 584-5545  
(850) 545-1344 (dial area code)

Kate Brooks, RN  
125 Bullen Lane  
Perry, FL 32347  
(850) 843-3135

Ebony Edwards, RN  
Marshall Health Care  
207 Marshall Drive  
Perry, FL 32347  
(850) 584-6334  
(904) 234-2461  
[ebliv10@gmail.com](mailto:ebliv10@gmail.com)

Stacey Cruce, LPN  
208 Palmetto St.  
Perry, FL 32348  
(850) 584-6334

Mindy Hunter, LPN  
6880 Puckett Road  
Perry, FL 32348  
(850) 371-2471  
(850) 838-6895

**2014 - 2015  
WELDING  
PROGRAM ADVISORY COMMITTEE MEMBERS**

John Calhoun – Chairman  
Buckeye Florida  
One Buckeye Drive  
Perry FL 32348  
(850) 584-1239

Howie Woods  
Yates Construction  
3949 Contractors Road  
Perry FL 32348  
(850) 584-1602

Eddie Brown  
Buckeye Florida  
One Buckeye Drive  
Perry FL 32348  
(850) 584-1471

Cecil Gainey  
Yates Construction – Welding Inspector  
3949 Contractors Road  
Perry FL 32348  
(850) 584-1202

**2014 – 2015  
MILLWRIGHT  
PROGRAM ADVISORY COMMITTEE**

Flynn Welch  
Buckeye Florida Corporation  
313 Glen Ridge Road  
Perry FL 32347  
(850) 584-1462

Jason Brooks  
Yates Construction  
3949 Contractors Road  
Perry, FL 32348  
(850) 584-1629

Mike Miller  
Buckeye Florida Corporation  
1 Buckeye Way  
Perry FL 32348  
(850) 584-1171

Dick Jarvis  
Yates Construction  
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Perry, FL 32348  
(850) 584-1601

Bobby Couey  
Yates Construction  
3949 Contractors Road  
Perry, FL 32348  
(850) 584-1629

Special Needs Adult Program (SNAP)  
Program Advisory Committee

Mary and Dan Barnes  
1345 W. Roberts Aman Rd  
Perry, Fla. 32347  
223-2583

Rhonda Johnson  
2681 Morgan Whiddon Rd.  
Perry, Fla 32347  
584-4114

Agenda Item Number 7.02  
(# 1.)

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

Date Submitted 09/15/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Sharon Hathcock

Name of document placed on agenda: District Assessment Calendar.

Summary description regarding this action item:

Please review and approve the attached District Local

Assessment Plan required annually by FS 1008.22.

The Taylor County School District Assessment Plan

will also be posted on the district website and will be

reported to the DOE.

Thanks so much for your assistance.

Signatures Required

Yes ☐

No ☒

Reviewed by:

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

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

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

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

Director of Instruction Sharon Hathcock

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

Superintendent \_\_\_\_\_

# Taylor County School District Progress Monitoring Schedule

## 2014-2015 School Calendar

August 2014						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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28	29	30				

October 2014						
Su	M	Tu	W	Th	F	S
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26	27	28	29	30	31	

November 2014						
Su	M	Tu	W	Th	F	S
						1
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23	24	25	26	27	28	29
30						

December 2014						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
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28	29	30	31			

January 2015						
Su	M	Tu	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
Su	M	Tu	W	Th	F	S
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29	30	31				

April 2015						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



FSA, FCAT & Retakes



FLKRS – Must be done by September 18, 2014

State EOCs



Write Score AP Dates



FAIR-FS Completion



Discovery Completion Dates



# Taylor County Schools Progress Monitoring Schedule 2014-2015

Please adhere to the scheduled progress monitoring windows outlined below so district data can be uploaded to Performance Matters in a timely manner.

**FCAT 2.0 Dates** Consult the Florida Statewide Assessment Program 2014-2015 Schedule  
October 6-10 – FCAT 2.0 Reading Retakes  
TBD– Florida Alternative Assessment Window  
April 13 – May 8, 2015: FSA Math, ELA, and Science FCT 2.0 Window  
March 2 – 13, 2015: Writing Component

**EOC Dates:** Consult the Florida Statewide Assessment Program 2014-2015 Schedule

April 20 – May 15, 2015: FCAT EOCs Algebra I, Geometry, Algebra II  
April 20 – May 22, 2015: FCAT EOCs Biology, US History, Civics  
May 10 – June 3, 2015: District Developed End of Course Assessments for all courses not tested by the state assessment system

**FLKRS** – Must be completed by September 18, 2014 to meet the statutory 30 day mandate

**FAIR – District Completion Dates**  
AP 1 – September 19, 2014  
AP 2 – December 19, 2014  
AP 3 – March 6, 2015

**Write Score – District Completion Dates**  
AP 1 – August 18 – September 8, 2014: All grades except K-2  
AP 2 – November 10 – 14, 2014, K-2: AP 1  
AP 3 – Grades 4, 8, and 10 Only – January 12-23, 2015, Grades K-2: May 11  
AP 3 - All other Grades – March 2 – 13, 2015

**Discovery Education – District Completion Dates**  
AP 1 – August 25 – September 19, 2014  
AP 2 – November 17 – December 5, 2014, Grades K-3: January 12 – February 6, 2015  
AP 3 – January 20 – February 6, 2015, Grades K-3: April 20 – May 15, 2015

Agenda Item Number 7.02

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

(#2.)

Date Submitted 09/26/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Sharon Hathcock

Name of document placed on agenda: 14-15 Parent Involvement Plan

Summary description regarding this action item:

Please review and approve the 2014-15 Taylor County

School District Parent Involvement Plan.

Signatures Required

Yes ☒

No ☐

Reviewed by:

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

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

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

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

Director of Instruction Sharon Hathcock

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

Superintendent \_\_\_\_\_

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State Board of Education

Gary Chartrand, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
Ada G. Armas, M.D.  
John A. Colon  
Marva Johnson  
Rebecca Fishman Lipsey  
Andy Tuck



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

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Pam Stewart  
Commissioner of Education

## 2014-2015 LEA Parental Involvement Adoption Page

**LEA or District Name:** Taylor County School District

This policy was adopted by the LEA on September 25, 2014 and will be in effect for the period of one year through October 1, 2015. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before October 22, 2014.

\_\_\_\_\_  
(Signature of Title I Authorized Representative)

\_\_\_\_\_  
(Date)

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the previous year PIP.

## TAYLOR Title I, Part A Parental Involvement Plan

I, Paul E. Dyal, 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

Signature of Superintendent or Designee: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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

### Mission Statement

☒ Changes made ☐ No changes made

Parental Involvement Mission Statement (Optional)

**Response:** The Taylor County School District is committed to equipping students for life-long learning through lessons in academics, accountability, and attitude. The Taylor County School District believes that a positive family engagement program is essential to maximizing student growth and achievement and thus encourages families to participate in school educational planning and decision-making.

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## Involvement of Parents

☒ Changes made ☐ No changes made

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 Taylor County School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:

- The District will provide opportunities for parental input at School Advisory Council meetings. SACs are comprised of parents from Title I schools representative of the school's demographics, district and Title I school administrators and staff, and will be involved in the development, implementation, support, and/or review of the LEA Parent Involvement Plan, the schools' Parent Involvement Plans, the School Compact, DIAP Plans and funding related to these plans. Parents are notified, encouraged and provided opportunities to participate in district and school planning.
- The District will ensure that families are notified of opportunities to participate in planning and decision-making activities by utilizing the Blackboard Connect-Ed phone messaging system, the LEA's Parent Guide, home/school newsletters, school and district websites, PTA and SAC memberships, backpack communications, and invitations from administrators.
- The District will ensure all Title I principals place the Title I Parent Involvement Plan on the schools' School Advisory Council agendas for parental review.
- The District will use public service announcements through local media and school level "Back-to-School Orientation" and "Open House" events to provide family engagement information.
- The District will provide Title I Information in Title I School newsletters.
- The District will use the Connect-Ed parent communication system to provide information to families in the district.
- The District will provide information to parents using the district web-site.
- The District's PI set-aside funds are used to support the Parent Resource Rooms located at each Title I school, to purchase a variety of resources, including materials that promote literacy, math, parent training, and supplies for parent communication.

Each month, each school's SAC has conversation regarding Title I, including the PIP and decision-making on family engagement and the use of related PI funds. All meetings are

open to parents and dates are published in monthly school newsletters, the local paper, and on Connect Ed messages.

Minutes from monthly SAC meetings reflect parental involvement on various topics, including the use of 1% set-aside funding. To provide opportunities for parental input on LEA issues, allocation, and policy development, the Director of Instruction meets a minimum of 2 times a year to discuss LEA issues, including PI, DIAP, DA school visits and seeks parental input and decision-making.

- The District ensures that each Title I school provides its parents with a district web-site link which will describe Title I PI activities and opportunities.
- The District will ensure that each Title I School provides parents with a copy of the school's Parent Involvement Policy.
- The District will provide on-going information to parents using the Blackboard Connect Ed messaging system, the school website, and the district website.
- The District will provide training for school leadership teams and teachers on the research-based Academic Parent Teacher Teams program.
- The District will include information related to parental involvement to improve student achievement and school performance in student planners, handbooks, and separate mailings.
- Each school, to the extent possible, will send notifications to parents in other languages and in a format that parents can understand.

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## Technical Assistance

☒ Changes made ☐ No changes made

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 Taylor County School District will take the following actions to ensure coordination, technical assistance and other support to assist Title I schools in planning and implementing effective parental involvement programs to improve student achievement and school performance:

- District personnel will provide a NCLB/Title I technical assistance update annually to the SAC of each Title I school, which will include: requirements of Title I, reporting on student assessment data, AMO targets, and best practices of parental involvement.
- The District will hold monthly meetings with Title I principals to discuss and review TI-related matters, including family engagement strategies and activities.
- The District will provide professional development for parent liaisons to build their



capacity in the area of family engagement.

- At the end of each school year, District personnel will meet with administrators and staff of the Title I schools to review assessment data, parent evaluations, and climate surveys and use in developing plans for the upcoming year designed to improve student achievement, school performance, and meaningful parental involvement.
- The District will provide a minimum of one (1) Peer Review event in order for Title I schools and district personnel to review, discuss, and revise (if necessary) the parent involvement policies.
- The District will provide annual technical assistance for Title I administrators and staff, including strategies for engaging parents in their child's education.
- The District ensures that each Title I school provides its parents with a district web-site link which describes Title I PI activities and opportunities.
- The District will ensure that each Title I School provides parents with access to a copy of the school's Parent Involvement Policy.
- The District will provide on-going information to parents using the Blackboard Connect Ed messaging system, the school website, and the district website.
- The District will include information related to parental involvement to improve student achievement and school performance in student planners, handbooks, and separate mailings.
- Each school, to the extent possible, will send notifications to parents in other languages and in a format that parents can understand.

## Coordination and Integration

Changes made No changes made

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	Early Childhood Directors Roundtable	The LEA, partnering with Perry Primary School, will host an annual professional development and articulation meeting to assist the Perry Primary, Child Development Center, and Early Learning Coalition of the Big Bend, Head Start, and private pre-K providers in providing timely and developmentally appropriate curriculum, assisting parents with transition, and facilitating readiness for school.
2	Teen-Age Parent Program	District personnel, Taylor County Health Department, Child Development Center, Head Start, and Taylor County High School will partner to provide academic and social services to teen-age parents.
3	VPK, Early Learning Coalition of the Big Bend, Pre-K ESE, Head Start, and FDLRS	The LEA will assist with the facilitation of articulation opportunities for parents and students as they progress from pre-K to primary school. The District will ensure that activities which include kindergarten orientation, parent trainings for kindergarten preparation, student assessments, and reading/literacy opportunities for parents are provided for a seamless transition for students and parents.
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## Annual Evaluation

☒ Changes made ☐ No changes made

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:** The Taylor County School District will coordinate and integrate parental involvement evaluation strategies in Title I, Part A, through the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy and the schools' parent involvement policy, in improving the quality of its Title I schools. The evaluation will include, but not limited to: identifying barriers to greater participation by parents in parental involvement activities (with particular attention paid to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The District will use the findings of the evaluation regarding its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, its parental involvement policies. To accomplish the above, the District will:

- Partner with the Early Learning Coalition, Child Development Center, and Head Start to ensure an effective annual evaluation of parental involvement policies.
- Ensure that Title I Schools conduct an annual evaluation of the content and effectiveness of parental involvement policies, share the results with school staff, parents, and the district office, and use the data to guide needed revision of the LEA PI policies.
- Ensure that a variety of evaluation options are used, including Survey Monkey, hard-copy evaluations, and Blackboard Connect Ed, so that as many parents as possible are included in the assessment.
- Ensure that surveys include the following: quality and number of parental offerings during the school year, methods of assessment, and barriers to effective parental involvement.
- Ensure that attendance records, agendas, and evaluations are kept at the school and district level to document parent activities.
- Ensure that Title I Schools develop jointly with parents a school-parent compact and outline how parents, school and students share responsibility for improved academic achievement.
- Ensure that parental involvement evaluations are used by Title I schools in the planning of their School Improvement Plan.

- Ensure that schools' provide services such as child care and transportation in order to increase parental involvement at school/district sponsored activities.
- Share district and school evaluation results from the Department of Education in order to improve parent involvement activities.

## Building Capacity

☒ Changes made ☐ No changes made

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 NCLB Update for Schools & Parents	Director of Instruction	Parents will be provided with powerpoint outlining and identifying the NGSSSs, student assessments, and strategies they can use at home.	10-31-14	Parent surveys, notices in newspapers, documentation
2	Academic Parent Teacher Teams	Principal & Teachers	Teachers will meet a minimum of 3 times/year to discuss child's assesement results, expectations, & goals for sy.	9-2014, 1-2015, 3-2015	Sign-In Sheets
3	Professional Development for Parents	Director of Instruction / Principals	APTT School Level Planning	9-2014	Sign-In Sheet, Participant Surveys
4	Professional Development for Teachers and Staff	Director of Instruction / Principals	Small group, content specific sessions for teachers and staff concentrating on strengthening and maintaining positive teacher/parent relationships	Through-out the year	Attendance Rosters, Staff Climate Surveys
5	Back to School Orientations	Principals	Sharing information about the school	August 15, 2014	Sign-in sheets
6	Title 1 Annual Meeting/Open House	Principals	Present Title 1 information to schools	September, 2014	Sign-in sheets
7	Grandparent's Day	Principals	Special days set aside for grandparents to share how they can help their grandchildren in school	September 7, 2014	Sign-in sheets
8	SAC Meetings	Principals	Monthly input from parents on decision-making.	Monthly-- various schools use different dates	Sign-in sheets
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## Staff Training

☒ Changes made ☐ No changes made

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	Professional Development on Strengthening Parent / Family Relationships	Director of Instruction/Principals	Content specific sessions for teachers to use with parents, including ways they strengthen their involvement in their child's education	First 9 Weeks	Sign-in Sheets, teacher surveys, IPDPs parent surveys
2	Professional Learning Communities	School Principal/Parent Liaisons	School level Parent Involvement Committee book study activities	Ongoing throughout school year	Sign-in sheets, teacher surveys, IPDPs
3	Professional Development for Teachers and Staff on Academic Parent Teacher Teams	Director of Instruction / Principals	Small group, content specific sessions for teachers and staff	Through-out the year	Attendance Rosters, Staff Climate Surveys
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## Communication and Accessibility

☒ Changes made ☐ No changes made

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:** The District will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Child Development Center, Head Start, the Early Learning Coalition of the Big Bend, and private preschool programs, and conduct other activities such as operating parent resource centers and



- Ensure that schools' provide services such as child care and transportation in order to increase parental involvement at school/district sponsored activities.
- Share district and school evaluation results from the Department of Education in order to improve parent involvement activities.

## Building Capacity

Changes made No changes made

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)].

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3	Professional Development for Parents	Director of Instruction / Principals	APTT School Level Planning	9-2014	Sign-In Sheet, Participant Surveys
4	Professional Development for Teachers and Staff	Director of Instruction / Principals	Small group, content specific sessions for teachers and staff concentrating on strengthening and maintaining positive teacher/parent relationships	Through-out the year	Attendance Rosters, Staff Climate Surveys
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6	Title 1 Annual Meeting/Open House	Principals	Present Title 1 information to schools	September, 2014	Sign-in sheets
7	Grandparent's Day	Principals	Special days set aside for grandparents to share how they can help their grandchildren in school	September 7, 2014	Sign-in sheets
8	SAC Meetings	Principals	Monthly input from parents on decision-making.	Monthly-- various schools use different dates	Sign-in sheets
9					
10					
11					
12					
13					
14					

parents' night-out programs, that encourage and support parents in participating in the education of their children. All school facilities and meeting locations meet ADA regulations and will be wheelchair accessible. These activities will include participation opportunities for ALL parents - ELL, Disabled, Disadvantaged, and Migratory - by:

- Participating and collaborating with the Taylor Early Learning Coalition,
- Participating and collaborating with the Shared Services Network,
- Collaborative Targeted outreach to ELL, Disabled, Disadvantaged, and Migratory families through Title I Parent Liaisons, District Child Find Parent Specialist, and Even Start staff,
- Providing links on the district website announcing APTT family engagement opportunities,
- Providing each Title I school with Parent Liaisons to work with parents to increase meaningful parental involvement.
- Providing notifications on the district calendar, Blackboard Connect Ed, and through local media notifying families and the community of parent involvement activities,
- Providing child care and transportation for PI activities,
- Provide, as feasible, translations of the following:
  1. Title I parent involvement plans, both school and district,
  2. NCLB Parent Right to Know notices, and
  3. Blackboard Connect Ed messages and communications.

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## Discretionary Activities

☒ Changes made
 ☐ No changes made

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)];	DPAC Focus Groups	Title I Director	Increase student achievement of foundational skills	May, 2015
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	APTT Partners	School Based Leadership Teams	Increase the number of parents attending Academic Parent Teachers Teams	Ongoing 2014-15



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)];	Three Evening APTT Nights	District and School Leadership	Increased student performance on targeted skills	Ongoing 2014-15
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	2nd Year Implementation of Academic Parent Teacher Teams	LEA	Increased student proficiency on core reading, math, and writing standards	Ongoing 2014 - 15
5	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	Facilitating Quarterly District Parent Advisory Council Activities	Title I Director	DPAC will serve to focus family engagement efforts	Ongoing 2014-15

### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Uploaded Document

## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

☒ Changes made ☐ No changes made

Provide a summary of the activities provided during the previous school year designed to build the capacity of parents to help their children [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Annual Meeting	3	750	Parents were provided with information outlining federal Title I services and programs offered at the school
2	Student Conferences	1	600	Teachers met one on one with families to discuss school expectations and student achievement
3	Family Orientations at Title I Schools	3	1110	Back to school event where families met teachers, reviewed student compacts and classroom expectations
4	Academic Parent Teacher Team Meetings	20	1204	Families learned about their child's achievement and were provided activities to support learning at home
5	Academic Parent Teacher Team Professional Development	4	84	Trained school leaders and teachers will enable a successful APTT program
6	Annual NCLB update for schools and parents	3	36	Parents learned about grade level requirements
7		-1	-1	
8		-1	-1	
9		-1	-1	
10		-1	-1	

### Staff Training Summary

☒ Changes made ☐ No changes made

Provide a summary of the professional development activities provided during the previous school year 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	APTT School Leadership Team Training	1	15	Schools will learn how to facilitate an effective APTT Program
2	APTT Teacher Training @ each Title I School	3	69	Teacher learned how to prepare for the APTT meetings
3		-1	-1	
4		-1	-1	
5		-1	-1	
6		-1	-1	
7		-1	-1	
8		-1	-1	
9		-1	-1	

10		-1	-1	
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## Private School Summary

☐ Changes made ☐ No changes made

Provide a summary of the parental involvement activities provided during the previous school year for private schools implementing a Title I, Part A program [Section 1120(a)(1)].  
☒ Not Applicable

## Barriers

☐ Changes made ☐ No changes made

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 current 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	Flexibility in scheduling to enable families to attend	Have scheduled three Academic Parent Teacher Team nights that do not overlap
2	Lack of school staff capacity	Provide APTT training and school level support
3	Child care	Provide child care and activities for students during APTT nights
4		
5		
6		
7		
8		
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11		
12		
13		

## Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year 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
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Agenda Item Number 7.02

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

(#3.)

Date Submitted 09/26/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Sharon Hathcock

Name of document placed on agenda: 2014-15 SAC Memberships

Summary description regarding this action item:

Please review and approve the 2014-15 School

Advisory Council membership lists for each school

site.

Signatures Required

Yes ☒ No ☐

Reviewed by:

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

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

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

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

Director of Instruction Sharon Hathcock

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

Superintendent \_\_\_\_\_

TCSB # 0607-3

# School Advisory Council Membership

# Taylor County Schools

School: Perry Primary School

Date Submitted: 09/26/14

**APPROVED:** \_\_\_\_\_

## School Advisory Council Membership Composition

Name	Membership Type					Ethnicity				
	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Pamela Padgett	PPS					X				
Angie Roberts	PPS					X				
Gretchen Smart-Hall	PPS					X				
Loretta Moses	PPS						X			
Bryttany Clark	PPS					X				
Anne Sesock	PPS					X				
Audrey Peake	PPS					X				
Stacey Fike	PPS					X				
Melanie Morgan	PPS					X				
Alicia Chaney			X			X				
Kesha Herring			X			X				
Jessica Brock			X			X				
Sadaytril Smith			X				X			
Candice Walker			X			X				
Sondra Shaw					X		X			
Leslie Sunderland			X			X				
Quantasha Denmark			X				X			
Lakechia Bryant			X				X			
Deidra Dunnell			X				X			
Darrell Upshaw			X				X			
Linda Willis			X			X				
Tricia Slaughter			X			X				
Angela Gibson			X			X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

## School Advisory Council Membership

### Taylor County Schools

School: Taylor County Elementary Date Submitted: 9/26/14 **APPROVED:** \_\_\_\_\_

### School Advisory Council Membership Composition

#### *Membership Type*

#### *Ethnicity*

Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Erin Johnson			X			X				
Jemilla Nance			X				X			
John Nance			X				X			
Summer Sadler			X			X				
Sabrina Guenthner			X			X				
Alicia Chaney			X			X				
Wade Goodman			X			X				
Charlotta Washington			X				X			
Jakari Jackson			X				X			
Debby Powers	X					X				
Jerry Webb	X					X				
Cierra Sparrow	X						X			
Kim Anderson	X					X				
Charles Finley	X					X				
Sabrina Lytle	X					X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.



## School Advisory Council Membership

### Taylor County Schools

School: Taylor County Middle School Date Submitted: \_\_\_\_\_ **APPROVED:** \_\_\_\_\_

### School Advisory Council Membership Composition

<i>Membership Type</i>						<i>Ethnicity</i>				
Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Kiki Puhl	x					x				
Suzanne Bassett	x					x				
Alfreda Demps	x						x			
Kasey Roberts	x					x				
Niki Fuller	x					x				
Ann Joiner	x					x				
Linda Brannon	x					x				
Amy Knowles			x			x				
Brenda Phillips			x				x			
Jennifer Mosley			x			x				
Jay Ricketson			x			x				
Sherry Causey			x			x				
Tammy Barlow			x			x				
Kaitlyn McGuffie		x				x				
Carlotta Washington			x				x			
Sheila Lynn				x		x				
Sharon Monroe	x						x			
La'Tanya Tucker					x		x			
Eric Byrd			x			x				



Lafina Langley			x			x				
Dorothy Tucker					x		x			

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.



# TAYLOR TECHNICAL INSTITUTE

JUDY JOHNSON, DIRECTOR  
JODI TILLMAN, ASSISTANT DIRECTOR



MEMORANDUM: 15-028

DATE: September 3, 2014

TO: Sharon Hathcock – Director of Instruction  
Taylor County School District

FROM: Judy Johnson – Director  
Taylor Technical Institute

SUBJECT: School Advisory Council Membership COMPOSITION  
Taylor Technical Institute – 2014-2015 SY

Please find attached Taylor Technical Institute's School Advisory Committee Membership COMPOSITION for the 2014-2015 school year.

Please submit this list to the Taylor County School Board for their approval at the appropriate time.

If you have any questions, please let me know.

JJ/mrc

## School Advisory Council Membership

### Taylor County Schools

School: Taylor Technical Institute Date Submitted: 9/3/2014 APPROVED: \_\_\_\_\_

#### School Advisory Council Membership Composition

##### *Membership Type*

##### *Ethnicity*

Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Judy Johnson	X					X				
Vickie Brown				X		X				
William Monroe					X		X			
Jodi Tillman	X					X				
Joan Sessions					X	X				
Melesa Curry	X					X				
Cinda Peacock				X		X				
Tony Philmon	X					X				
Sheryl Rehberg				X		X				
Lisa Noles	X					X				
Ed Harvey	X						X			
Leslie Maiullo	X							X		
Seth Horner		X				X				
Ian O'Quinn		X				X				
Sarah Meade			X			X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

# School Advisory Council Membership

# Taylor County Schools

School: Perry Primary School

Date Submitted: 09/26/14

APPROVED: \_\_\_\_\_

## School Advisory Council Membership Composition

Name	Membership Type					Ethnicity				
	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Pamela Padgett	PPS					X				
Angie Roberts	PPS					X				
Gretchen Smart-Hall	PPS					X				
Loretta Moses	PPS						X			
Bryttany Clark	PPS					X				
Anne Sesock	PPS					X				
Audrey Peake	PPS					X				
Stacey Fike	PPS					X				
Melanie Morgan	PPS					X				
Alicia Chaney			X			X				
Kesha Herring			X			X				
Jessica Brock			X			X				
Sadaytril Smith			X				X			
Candice Walker			X			X				
Sondra Shaw					X		X			
Leslie Sunderland			X			X				
Quantasha Denmark			X				X			
Lakechia Bryant			X				X			
Deidra Dunnell			X				X			
Darrell Upshaw			X				X			
Linda Willis			X			X				
Tricia Slaughter			X			X				
Angela Gibson			X			X				

Florida Statutes 229.58: Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

## School Advisory Council Membership

### Taylor County Schools

School: Taylor County Elementary Date Submitted: 9/26/14 **APPROVED:** \_\_\_\_\_

### School Advisory Council Membership Composition

#### Membership Type

#### Ethnicity

Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Erin Johnson			X			X				
Jemilla Nance			X				X			
John Nance			X				X			
Summer Sadler			X			X				
Sabrina Guenthner			X			X				
Alicia Chaney			X			X				
Wade Goodman			X			X				
Charlotta Washington			X				X			
Jakari Jackson			X				X			
Debby Powers	X					X				
Jerry Webb	X					X				
Cierra Sparrow	X						X			
Kim Anderson	X					X				
Charles Finley	X					X				
Sabrina Lytle	X					X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

## School Advisory Council Membership

### Taylor County Schools

School: Taylor County Middle School Date Submitted: \_\_\_\_\_ **APPROVED:** \_\_\_\_\_

### School Advisory Council Membership Composition

<i>Membership Type</i>						<i>Ethnicity</i>				
Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Kiki Puhl	x					x				
Suzanne Bassett	x					x				
Alfreda Demps	x						x			
Kasey Roberts	x					x				
Niki Fuller	x					x				
Ann Joiner	x					x				
Linda Brannon	x					x				
Amy Knowles			x			x				
Brenda Phillips			x				x			
Jennifer Mosley			x			x				
Jay Ricketson			x			x				
Sherry Causey			x			x				
Tammy Barlow			x			x				
Kaitlyn McGuffie		x				x				
Carlotta Washington			x				x			
Sheila Lynn				x		x				
Sharon Monroe	x						x			
La'Tanya Tucker					x		x			
Eric Byrd			x			x				

Lafina Langley			x			x				
Dorothy Tucker					x		x			

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.





# TAYLOR TECHNICAL INSTITUTE

JUDY JOHNSON, DIRECTOR  
JODI TILLMAN, ASSISTANT DIRECTOR



MEMORANDUM: 15-028

DATE: September 3, 2014

TO: Sharon Hathcock – Director of Instruction  
Taylor County School District

FROM: Judy Johnson – Director  
Taylor Technical Institute

SUBJECT: School Advisory Council Membership COMPOSITION  
Taylor Technical Institute – 2014-2015 SY

Please find attached Taylor Technical Institute's School Advisory Committee Membership COMPOSITION for the 2014-2015 school year.

Please submit this list to the Taylor County School Board for their approval at the appropriate time.

If you have any questions, please let me know.

JJ/mrc

## School Advisory Council Membership

### Taylor County Schools

School: Taylor Technical Institute Date Submitted: 9/3/2014 APPROVED: \_\_\_\_\_

### School Advisory Council Membership Composition

#### Membership Type

#### Ethnicity

Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Judy Johnson	X					X				
Vickie Brown				X		X				
William Monroe					X		X			
Jodi Tillman	X					X				
Joan Sessions					X	X				
Melesa Curry	X					X				
Cinda Peacock				X		X				
Tony Philmon	X					X				
Sheryl Rehberg				X		X				
Lisa Noles	X					X				
Ed Harvey	X						X			
Leslie Maiullo	X							X		
Seth Horner		X				X				
Ian O'Quinn		X				X				
Sarah Meade			X			X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

## School Advisory Council Membership

### Taylor County Schools

School: Steinhatchee School      Date Submitted: 9/26/14      APPROVED: \_\_\_\_\_

### School Advisory Council Membership Composition

#### *Membership Type*

#### *Ethnicity*

Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Julie Hurst	X		X			X				
William Malloy	X					X				
Jamie Garrett	X		X			X				
Pam Revels	X					X				
Christy Davis	X					X				
Jeanie Mathis			X			X				
Toby McKinney			X			X				
Joanie Griffin	X					X				
Rita Moody					X	X				
Pam Wessells				X		X				
Patricia Hurd					X	X				
Bobbi Rice					X	X				
Kelly Lundy			X			X				

**Florida Statutes 229.58:** Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. **A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.**

## School Advisory Council Membership

### Taylor County Schools

School: Steinhatchee School Date Submitted: 9/26/14

**APPROVED:** \_\_\_\_\_

### School Advisory Council Membership Composition

#### *Membership Type*

#### *Ethnicity*

Name	School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Julie Hurst	X		X			X				
William Malloy	X					X				
Jamie Garrett	X		X			X				
Pam Revels	X					X				
Christy Davis	X					X				
Jeanie Mathis			X			X				
Toby McKinney			X			X				
Joanie Griffin	X					X				
Rita Moody					X	X				
Pam Wessells				X		X				
Patricia Hurd					X	X				
Bobbi Rice					X	X				
Kelly Lundy			X			X				

***Florida Statutes 229.58:*** Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

**School Advisory Council Membership  
Taylor County Schools**

School Taylor County High School

Date 08/18/2014

**School Advisory Council Membership Composition**

Name	<i>Membership Type</i>					<i>Ethnicity</i>			
	School	Student	Parent	Business	Comm.	White	Black	Hispanic	Asian
Audie Ash	X								
Ernestine Mitchell	X						X		
Carol Wentworth	X					X			
Lori Mixon			X			X			
Amy Riley			X			X			
Laurie Lilliott			X			X			
Kandace Blanton			X			X			
Tracie Stephens			X			X			
Shelly Blanco			X			X			
Patricia Otero			X			X			
Greer Fudge			X				X		
Sharon Monroe			X				X		
Roxanne Nettles			X			X			
Kay Parker				X		X			
Abbey Tharpe					X	X			
Cameron Collins		X				X			
Ken Smith		X					X		
Katherine Weed		X						X	

Florida Statutes 229.58: Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school, the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

**School Advisory Council Membership  
Taylor County Schools**

School Taylor County High School

Date 08/18/2014

**School Advisory Council Membership Composition**

Name	<i>Membership Type</i>					<i>Ethnicity</i>			
	School	Student	Parent	Business	Comm.	White	Black	Hispanic	Asian
Audie Ash	X								
Ernestine Mitchell	X						X		
Carol Wentworth	X					X			
Lori Mixon			X			X			
Amy Riley			X			X			
Laurie Lilliott			X			X			
Kandace Blanton			X			X			
Tracie Stephens			X			X			
Shelly Blanco			X			X			
Patricia Otero			X			X			
Greer Fudge			X				X		
Sharon Monroe			X				X		
Roxanne Nettles			X			X			
Kay Parker				X		X			
Abbey Tharpe					X	X			
Cameron Collins		X				X			
Ken Smith		X					X		
Katherine Weed		X						X	

Florida Statutes 229.58: Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school, the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.



## School Advisory Council Membership

### Taylor County Schools

School: Child Development Center \_\_Date Submitted: 9/26/14 \_ APPROVED: \_\_\_\_\_

### School Advisory Council Membership Composition

#### *Membership Type*

#### *Ethnicity*

Name		School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Eric Scott		X						X			
Cheryl Brantley		X					X				
Michele Black		X					X				
Lindsey Doyle				X			X				
Sierra Scott				X				X			
Tommy Williams				X				X			
Sheena Parker				X			X				
Damion Hamilton		X									X
Checoya Wetzel				X				X			
Robert Williams				X				X			
Julie Glover				X			X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

## School Advisory Council Membership

### Taylor County Schools

School: Child Development Center \_Date Submitted: 9/26/14 \_ **APPROVED:** \_\_\_\_\_

### School Advisory Council Membership Composition

Membership Type							Ethnicity				
Name		School	Student	Parent	Business	Community	White	Black	Hispanic	Asian	Other
Eric Scott		X						X			
Cheryl Brantley		X					X				
Michele Black		X					X				
Lindsey Doyle				X			X				
Sierra Scott				X				X			
Tommy Williams				X				X			
Sheena Parker				X			X				
Damion Hamilton		X									X
Checoya Wetzel				X				X			
Robert Williams				X				X			
Julie Glover				X			X				

*Florida Statutes 229.58:* Each school advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support, students, parents and other business and community citizens who are representative of the ethnic, racial and economic community served by the school. Should the school board determine that the membership elected by the school is not representative of the community served by the school the board shall appoint additional members to achieve proper balance. A MAJORITY OF THE MEMBERS OF EACH SCHOOL ADVISORY COUNCIL MUST BE PERSONS WHO ARE NOT EMPLOYED BY THE SCHOOL BOARD.

Agenda Item Number 8.01

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

#1.)  
2.)  
3.)

Date Submitted 9-26-14

Board Meeting Date 10-7-14

Date agenda item is due in the Superintendent's Office 9-26-14

Person submitting the item: Eric B. Scott, Director

Name of document placed on agenda: Approve Agreements for Contracted Services:

- #1.) a. Agreement Between the Taylor County Head Start Program and the Florida State University Multidisciplinary Center – 2014-2015 School Year
- #2.) b. Memorandum of Agreement Between Millhopper Pediatric Dentistry and the District School Board of Taylor County Head Start Program – 2014-2015 School Year
- 3.) c. Head Start Eye Care Agreement 2014-2015 with Accent Eyecare Center, Michael A. Walby, O.D.

Summary description regarding this action item:

Board approval for Head Start's written agreements for Contracted Services.

Signatures Required

Yes \_\_\_\_\_ No ☒

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

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

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

1. The term of the agreement is July 1, 2014 through June 30, 2015.
2. The rate for service is \$400 per day. Rates include direct service to students, consultation with school personnel and parents as needed, participation in meetings and staffings, cost of materials and supplies, and costs of travel.
3. The Head Start shall pay the Center bi-monthly based upon the Center's invoices accompanied by logs of services.
4. The Center shall be responsible for the following:
  - Individual and group counseling for students identified by the Head Start for the academic year 2014-2015.
  - Consultation with teachers and other school personnel in regard to students referred for counseling.
  - A treatment summary for each student served upon completion of service.
  - Licensed/certified supervision for the counselors.
5. The Head Start shall be responsible for the following:
  - Obtain parental permission for each student referred for counseling.
  - Provide a regular meeting location that is relatively free of outside noise and distractions.
6. The Head Start will have access to counseling records that are directly pertinent to this agreement.
7. The Center agrees to maintain all records for a period of at least three years following termination of this agreement.
8. The Center agrees that it complies with applicable provisions of the Civil Rights Act and Section 504 Requirements governing agreements of this nature.
9. Any Center personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the Head Start current Level II screening approval from another Florida School District.

8.01  
(#2.)

**MEMORANDUM OF AGREEMENT  
BETWEEN  
MILLHOPPER PEDIATRIC DENTISTRY  
AND THE  
DISTRICT SCHOOL BOARD OF TAYLOR COUNTY  
HEAD START PROGRAM**

This memorandum of Agreement between **Millhopper Pediatric Dentistry** and the **District School Board of Taylor County Head Start Program** has been negotiated to provide dental evaluations and treatment for the students enrolled in the Head Start Program.

**THE HEAD START PROGRAM** will:

1. Assess the oral cavities of the children and refer only children that have a need for a children's dentist either because of behavior management or gross multiple caries.
2. Set up appointments that best suit the parent.  
  
Notify parent of child's appointment and make certainty that all information is ready, including x-rays, if available, on day of exam appointment.
3. Have sedation fees in the amount of \$ 360.00 sent before treatment is scheduled or begun.
3. Transport child and parent to assure that appointments are kept.

**MILLHOPPER PEDIATRIC DENTISTRY** will:

1. Provide necessary preventive measures and further dental treatment as needed on each child.
2. Provide appointments as needed.
3. Bill Medicaid for Medicaid eligible children.
4. Provide copies of the completed student exam and follow-up reports to the Head Start Program.
5. Read the Head Start Performance Standards relating to dental follow-up and treatment and agree to abide by them.

This Memorandum of Agreement will become effective upon signature of each party and shall be valid through June 30, 2015.

Nguyet N. Beaufait, DMD MED  
Millhopper Pediatric Dentistry

(Signature)

Date

06/18/2014

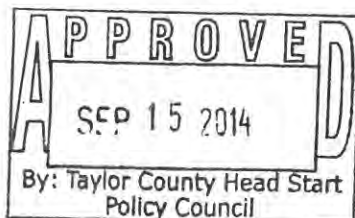
Eric B. Scott, Program Director  
District School Board of Taylor County Head Start

(Signature)

Date

9/15/14

th: 4/12



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

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

Beverly M. Atkeson  
Beverly M. Atkeson, Director  
FSU Multidisciplinary Center

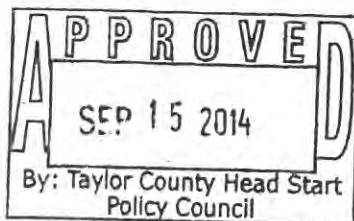
5-7-14  
Date

Nicholas F. Mazza  
Nicholas F. Mazza, Dean  
College of Social Work

5/7/14  
Date

Eric B. Scott  
Eric B. Scott  
Head Start Director  
Taylor County Schools

9/15/14  
Date







Michael A. Walby, O.D., F.A.A.O  
Optometric Physician  
404 East Ash Street  
Perry, Florida 32347  
850-584-2200

July 1, 2014

Teresa Hunter, Health Specialist  
Head Start Program  
District School Board of Taylor County  
520 E. Lafayette St.  
Perry, FL 32347

## Head Start Eye Care Agreement 2014-2015

Dear Teresa,

Thank you for again giving us the opportunity to help you with the children of Taylor County. We enjoy seeing children in our practice. We see children starting at the age of 9 months.

The importance of early visual screening cannot be underestimated and we appreciate your effort at helping children at a very young age. We can be of service by offering quality eye care at an affordable price to those children referred by your office.

For those not covered by any other insurance or vision plan, we agree to the following fees for Annual Eye Health Examinations where no additional specialty testing is indicated:

SERVICE	CPT CODE	USUAL & CUSTOMARY FEE	YOUR FEE
Examination	92004/92014 +92015	\$122.00	\$89.00
Frame	V2020	\$59.00	\$29.00
Single Vision Lenses, Pair Clear, Plastic	V2599	\$42.00	\$24.00
TOTAL		\$223.00	\$142.00

### FRAME/LENS UPGRADES:

If the patient wants to upgrade the frame, they will pay the difference between the retail cost and \$59.00. Additional lens treatments are offered at a 20% discount from the retail price. These extras are the responsibility of the patient and must be paid at the time of the service in order for us to proceed with the spectacle order. This is explained to the parent/guardian at the time of service.

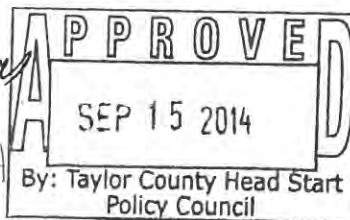
### MEDICALLY NECESSARY MEDICAL TESTING:

Medically necessary Optometric/Medical testing to rule out specific eye disease is also an extra charge to the recipient/guardian/parent. Complicated eye examinations involving special testing can cost more than the fee stated above & is driven by medical necessity with the need to substantiate a diagnosis, assessment, treatment, referral, consultation, or management plan.

We look forward to working with you, the staff, and the children of the Head Start Program. This agreement period starts July 1, 2014 and expires June 30, 2015.

Sincerely,

  
Michael A. Walby, O.D.



ok'd Eric B. Scott 9/15/14

Agenda Item Number \_\_\_\_\_

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

Date Submitted 08/12/2014 Board Meeting Date 08/19/2014

Date agenda item is due in the Superintendent's Office 08/08/2014

Person submitting the item: Judy Johnson - Director - TTI

Name of document placed on agenda: Dual Enrollment Articulation Agmt.

Summary description regarding this action item:

Dual Enrollment Articulation Agreement between Taylor County

School Board (TTI) and Madison County School District (MCSD)

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

Signatures Required

Yes ☒ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

TCSB # 0607-3

*Handwritten:*  
to S Beale  
8/12/14  
for 8/19/14



# TAYLOR TECHNICAL INSTITUTE

JUDY JOHNSON, DIRECTOR  
JODI TILLMAN, ASSISTANT DIRECTOR


8.01  
(#4.)



MEMORANDUM: 15-018

DATE: August 12, 2014

TO: Paul Dyal – Superintendent  
Taylor County School District

FROM: Judy Johnson – Director  
Taylor Technical Institute 

SUBJECT: Dual Enrollment Articulation Agreement  
Between Taylor County School Board (TTI)  
and Madison County School District (MCHS)

Please see the attached Dual Enrollment Articulation Agreement between Taylor County School Board (TTI) and Madison County School Board (MCHS).

This agreement will allow for Madison County's qualified high school students to be dually enrolled in Taylor Technical Institute's programs for the 2014-15 school year.

If this meets with your approval, please submit to the Taylor County School Board at the next school board meeting.

If you have any questions, please let me know.

JJ/mrc  
Attachment

to P. Dyal  
8/12/14  
for 8/19/14  
TCB  
mrc

**DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN**  
**THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY (TAYLOR TECHNICAL INSTITUTE)**

**AND**

**THE DISTRICT SCHOOL BOARD OF MADISON COUNTY (MADISON COUNTY HIGH SCHOOL)**

This agreement is entered into by and between the District School Board of Taylor County (Taylor Technical Institute), Perry, Florida, hereinafter referred to as "TTI", and the District School Board of Madison County (Madison County High School), Madison, Florida, hereinafter referred to as "MCSB",

WHEREAS, pursuant to section 1007.271, Florida Statutes, District School Board of Madison County (Madison County High School) shall and the District School Board of Taylor County (Taylor Technical Institute) shall enter into a dual enrollment agreement; and,

WHEREAS, the parties hereto believe the adoption of an articulation plan will provide enhanced learning opportunities for qualified students through the efficient use of TTI's programs and resources;

NOW, THEREFORE,

The TTI and MCSB do hereby agree as follows:

- I. **EFFECTIVE DATE AND EFFECT OF AGREEMENT**  
This agreement shall be in effect from the date of entering into this agreement – August 1, 2014. It shall replace all previous dual enrollment articulation agreements between the parties.
- II. **THE INTENT OF THE AGREEMENT**  
It is the intent of the agreement that a variety of articulated acceleration mechanisms be available for secondary and postsecondary students attending public educational institutions. The purpose of these acceleration mechanisms is to shorten the time necessary for a student to complete the requirements for obtaining a nationally recognized credential in a Career and Technical Program of Study, broaden the scope of the Career and Technical options available to students, and to increase the depth of study in a particular program of study. The articulation mechanisms include (but are not limited to) dual enrollment, earning a nationally recognized Industry Certification and, the participation in a Career Pathways.
- III. **PARTIES TO THE AGREEMENT**  
District School Board of Taylor County (Taylor Technical Institute) and the District School Board of Madison County (Madison County High School).
- IV. **ARTICULATED PROGRAMS**  
The programs articulated under this agreement include:
  - A. Career Dual Enrollment;
  - B. Nationally Recognized Industry Certifications;
  - C. Career Pathways.The following is included with this agreement: Methodology for determining dual enrollment costs and associated fees per Career and Technical program.

V. COURSES

- A. Any course that is contained within the common course numbering system shall be eligible if not specifically excluded by State Statute, State Board of Education Rule, District School Board of Taylor County and or District School Board of Madison County. To ensure transferability of credits, students' educational plans should be closely evaluated when utilizing Career and Technical Education (CTE) courses for dual enrollment. To further ensure transferability, TTI encourages students to concentrate on specific CTE programs of study. Students who intend to earn Occupational Completion Points should carefully evaluate each course to determine its applicability in meeting those requirements.
- B. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after regular day school hours and during summer terms. The TTI shall assume responsibility for the maintenance of instructional quality.

VI. ARTICULATION COUNCIL

There shall be an Articulation Council composed of no fewer than four members. The TTI representatives shall be the Director of TTI and the Assistant Director of TTI. The District School Board of Madison County representatives shall be MCHS guidance counselors and the Assistant Principal of Curriculum.

VII. DEFINITIONS OF ACCELERATION

For the purposes of dual enrollment articulation agreement, the following definitions are applicable and shall be adhered to.

- A. Career Dual Enrollment, 1007.2711, Florida Statutes
  - 1. Career dual enrollment was established by the legislature as a positive measure to expand the scope of dual enrollment program.
  - 2. This type of dual enrollment shall be provided as curricular options for secondary students who wish to earn a series of elective credits toward the high school diploma and shall be available for eligible secondary students seeking an industry certification from a complete job preparatory program.
- B. Career Early Admission, 1007.271(11), Florida Statutes
  - Career early admission is a form of career dual enrollment through which eligible secondary students enroll full-time in courses that are creditable toward the high school diploma, industry certification or the technical Post-Secondary Adult Vocational (PSAV) diploma.
- C. Career pathways, 1007.235(2)(d), Florida Statutes
  - The high school and TTI agree to cooperate in the advancement of the Career pathways program. Working through a Career pathways partnership, the high school and TTI personnel have identified courses and programs that can articulate from the high school to TTI to help prepare students for PSAV diploma. The high school and TTI will establish a clearly defined course-by-course to pathway articulation agreement. This agreement will provide opportunities for admission into TTI programs and the award of credits for students in those programs because of successful completion of work in a Career Pathways Program. To be eligible for credit, the student must complete the appropriate course work of high school Career pathway courses with a satisfactory grade point average stated in this agreement.



#### VIII. STUDENT ELIGIBILITY

- A. An eligible student is defined in 1007.271(2) Florida Statutes, as a student enrolled in a Florida Public secondary school or Florida non-public secondary school.
- B. TTI limits dual enrollment to high school sophomores, juniors and seniors.
- C. The high school guidance office is responsible for ensuring the student has earned the appropriate scores on the proper placement test(s).
- D. Academic advising: The high school guidance office is responsible for dual enrollment students as to the courses which may be used to meet high school graduation requirements.
- E. The high school is responsible for verifying the student is eligible to apply for admission as a dual enrolled student. The student is responsible for applying for admission and meeting the admission requirements prior to applicable deadlines.
- F. The high school and/or student is responsible for provide individual transportation to TTI for daily instruction.
- G. Dual enrolled students may take up to 500 contact hours per spring and fall term and 150 contact hours for a summer term.
- H. Students wishing to dual enroll in the summer of their high school graduation must do so as a "regular" TTI student unless the course begins prior to graduating high school.
- I. An unweighted 2.0 grade point average (high school) must be achieved and maintained for PSAV certificate dual enrollment courses. Students must also maintain a 2.0 TTI grade point average to continue dual enrollment.
- J. If a dual enrolled student receives a grade of a "D" or "F" in any PSAV credit course, the student must sit out and will not be allowed to register the following term as a dual enrolled student.

#### IX. ELIGIBLE PROGRAMS, SCHEDULE, FUNDING, ENROLLMENT REQUIREMENTS

- A. Schedule
  - 1. Morning slots are available to a limited number of high school students on a space-available basis
  - 2. Time slots are designed to allow for transportation between districts while maximizing instructional time in both home school and TTI CTE courses
  - 3. Morning time slot: 8:30-10:45 (2.25 hour time period)
- B. Eligible Programs
  - 1. Secondary programs:
    - a. Administrative Office Assistant
    - b. Technology Support Specialist
  - 2. Postsecondary (Dual Enrolled Programs):
    - a. Applied Welding
    - b. Electrical and Instrumentation Technology
    - c. Industrial Machinery Maintenance and Repair
    - d. Millwright (Industrial Mechanic)
- C. Funding
  - 1. Taylor County School District will earn FTE for enrollment.
  - 2. Home district would pay transportation costs, lab fees and supplies per student enrolled.
  - 3. Home district would earn bonus points for earned CTE Industry Certifications and Dual Enrollment toward school grade.



4. Taylor County School District will earn bonus funding for earned CTE Industry Certifications teacher and program development.

D. Enrollment

1. Prospective students will need to take the TABE (Survey Level D) test prior to enrollment and achieve a 9.0 GE or higher (11 on Math and 10 on Language/Reading for E & I) on all three subtests; Mathematics, Reading, Language
2. Registration form, current transcript and TABE score report due to Taylor Technical Institute by August 13, 2014.
3. Guidance Counselors at the home schools will be notified of availability of slots by July 15, 2014.

- X. TERM OF AGREEMENT: upon signature, this agreement will be in effect until July 31, 2015 to facilitate students enrolled in summer courses.

**SIGNATURE**

**For the District School Board of Madison County, FL**

\_\_\_\_\_  
Doug Brown, Superintendent

\_\_\_\_\_  
Fain Poppel, MCSB Chair

**For the District School Board of Taylor County, FL**

\_\_\_\_\_  
Paul Dyal, Superintendent

\_\_\_\_\_  
Brenda Carlton, TCSB Chair

\_\_\_\_\_  
Judy Johnson, Director Technical Institute



THE DISTRICT SCHOOL BOARD OF TAYLOR COUNTY

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

8.01  
(#5.)

**Memorandum**

**To: Mr. Paul Dyal, Superintendent of Schools and the Taylor County School Board**

**From: Michael Thompson, Director of Support Services**

**Date: September 11, 2014**

**Re: Fueleducation Contract (K-12 Virtual)**

**Please approve the contract for Fueleducation for August 18, 2014 – August 18, 2015**

**School Board Members**

Danny Glover Jr.  
Residence Area One

Brenda H. Carlton  
Residence Area Two

Darrell Whiddon  
Residence Area Three

Danny Lundy  
Residence Area Four

Kenneth R. Dennis  
Residence Area Five



This Online Educational Products and Services Order (this "Order"), dated as of August 18, 2014 (the "Order Effective Date"), is between TAYLOR - FL, 318 N CLARK ST, Perry, FL, 32347 ("Customer") and **K12 Florida LLC** ("FuelEd"), 2300 Corporate Park Drive Herndon, VA 20171. This Order incorporates and is in all respects subject to the FuelEd Online Educational Products and Services Agreement Terms (the "Terms") that is published at <http://www.getfueled.com/online-educational-products-services-agreement-terms> on the date that this Order bears the signatures of both Customer and FuelEd. All capitalized terms that are not defined in this Order will have the meanings assigned to those terms in the Terms. I am authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth below and pursuant to the Terms.

Accepted by Customer:

\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Title)

Accepted by FuelEd:

\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
 \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Title)

1. Period: August 18, 2014 through August 17, 2015 and any renewal period, (if applicable).
2. Territory: Students Served by TAYLOR, FL
3. For the Services and/or Products provided under this Order, Customer shall pay to FuelEd and/or its Affiliates the following Fees:

Product	Price
<b>K12 K-8 Online Course Enrollment License (Content, Hosting, Instruction)</b> License for a single student in a K12 Standard K-8 year course. Includes content, hosting and instruction.	\$590
<b>K12 K-8 Online Course Enrollment License (Content, Hosting)</b> License for a single student in a K12 Standard K-8 year course. Includes content and hosting.	\$340
<b>FTS Comprehensive 9-12 Student License (6 Courses, Instruction)</b> K-12 FTS Comprehensive Program with FuelEd teachers for 6 courses per student.	\$4,295
<b>Student Desktop Computer</b> Desktop computers for students.	\$525

4. **Description of Educational Products.** Customer will be provided the Educational Products specified in this order.

FuelEd Full-time School Comprehensive Program for Students Taking 4 to 6 courses The full-time FuelEd program consists of three components: 1) courses, 2) materials and 3) educational tools and services.

Courses:

An enrollment portal into which Customer will enroll its students in the Territory into available courses provided by our content partner K12®, including Language Arts/English, Math, Science, History, Art, Music, available World Languages and, for grades 9 to 12, electives. Each full-time student concurrently enrolls in four to six courses. Customer is responsible for determining the proper placement of students in appropriate courses. Within two (2) weeks following FuelEd's receipt of a completed account set-up form from Customer, FuelEd will provide access for Customer to enroll its students.

A Learning Management System (LMS) or "FuelEd Hosting Services" for the delivery of K12 courses and access to a synchronous collaboration tool and system generated reports on academic performance, attendance and progress.

#### Materials:

Instructional text or e-books, supplies and teaching tools (collectively, "Materials") for K-8 students. Materials for Customer's teachers and High School students are ordered separately. A complete list of required materials may be accessed at [Http://www.getfueled.com/required-materials](http://www.getfueled.com/required-materials). FuelEd will reclaim durable Materials by informing Customer and/or its students which Materials need to be returned and providing pre-paid return shipping labels. FuelEd Materials are intended solely for the use of the teachers and the students enrolled in FuelEd courses to whom FuelEd provides the Materials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable Material is not returned, the Customer will be invoiced for the component or Materials (plus shipping, if applicable). Customer will provide FuelEd with reasonable assistance in obtaining durable Materials from students and their parents.

#### Educational Tools and Services:

FuelEd will provide a variety of educational tools and services, depending on the individual needs of the Customer. Such tools and services may include, but are not limited to program launch and operational support, an online parent/mentor information session, learning management and technical support on FuelEd products and services. FuelEd will also provide supervision and implementation of year-end system rollovers.

Additional tools to assist teachers may include, but are not limited to, supplemental tests and study assistance, diagnostic tests, FuelEd's Strategies for Success, access to an online community, an orientation course package, a teacher hotline and support website ("Service Station"), access to a counseling system for high school students, a school messenger telephony service with automated alerts and a tool to assist identification of plagiarism.

K12 Courses: for student taking 1 to 3 courses, including, but not limited to, summer program enrollments.

#### Courses

An enrollment portal into which Customer will enroll its students in the Territory into available K12 courses including Language Arts/English, Math, Science, History, Art, Music, available World Languages and, for grades 9 to 12, electives. Customer is responsible for determining the proper placement of students in appropriate courses. Within two (2) weeks following FuelEd's receipt of a completed account set-up form from Customer, FuelEd will provide access for Customer to enroll its students.

A Learning Management System (LMS) or "FuelEd Hosting Services" for the delivery of FuelEd courses and access to a synchronous collaboration tool and system generated reports on academic performance, attendance and progress.

#### Materials

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**5. Description of Services.** Customer will be provided the following Services under this Order:

Instructional Services: Customer will be provided licensed teachers for instruction to enrolled students for selected courses.

#### **6. Billing Terms**

K12 Course Terms: Special course material fee applies to lab sciences, advanced placement and technology courses. A complete list of required materials may be accessed at <http://www.getfueled.com/required-materials>.

Online Educational Products and Services Order

FuelEd Full-time School Comprehensive Program: FuelEd will invoice Customer for the components of the program as follows: (a) courses and educational tools and services will be billed equally over ten months; (b) materials will be invoiced upon shipment.

Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdrawals occurring after 30 days. Fees will not be charged for a student for any month following notice to FuelEd of the student's withdrawal from the course. No other refunds, credits or cancellations are allowed.

Computers: Thirty percent (30%) billed at student enrollment, with the remainder billed in equal installments over ten (10) months. These annual costs are credited or refunded, as appropriate, for cancellations only if the hardware has not yet shipped. Fees will not be charged for a student for any month following notice to FuelEd of the student's withdrawal from all courses. No other refunds, credits or cancellations are allowed.

Agenda Item Number 8.01

(#6.)

**Taylor County District School Board**

**Office of the Superintendent**

**Agenda Item for School Board Approval**

Cross-reference

P. O. # 4.01

(#1)

Date Submitted September 11, 2014 Board Meeting Date October 7, 2014

Date agenda item is due in the Superintendent's Office September 26, 2014

Person submitting the item: Ramona S. Patrick

Name of document placed on agenda: **Contractual Agreement between Kurt LaRose and Taylor County School Board**

Summary description regarding this action item:

Purpose of defining the responsibilities and Psychotherapy/counseling services to ESE and Non-ESE students.

**Signatures Required**

**Superintendent** Yes X No     

**Board Chairperson** Yes      No X

**Board Attorney** Yes      No X

Reviewed by:

Director of Finance n/a

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

Director of Personnel n/a

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

Director of Instruction n/a

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



PROPOSAL FOR THE SCHOOL COUNSELING SERVICES  
WITH TAYLOR COUNTY SCHOOL DISTRICT  
at STEINHATCHEE SCHOOL and at TAYLOR COUNTY ELEMENTARY, TAYLOR  
COUNTY MIDDLE SCHOOL, TAYLOR COUNTY HIGH SCHOOL and TAYLOR  
TECHNICAL INSTITUTE

BY AND WITH

KURT LaROSE, MSW, LCSW, CHT  
CSW QUALIFIED SUPERVISOR  
FLORIDA LICENSE # SW9297  
THE SCHOOL COUNSELING SERVICES PROGRAM

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PURPOSE

Purpose for the Youth. The goal of the School Counseling Services Program (SCP) is to provide students with opportunities to address a wide range of clinical and behavioral issues that negatively impact academic performance, including: interpersonal factors (school and familial relationships), behavioral concerns (non-compliance, oppositional responses, peer conflicts, and truancy issues), anger management (verbal/physical outbursts), aggression (verbal/physical), suspensions (ISS & OSS), developmental tasks (bio-psycho-social-sexual), as well as various other functional and dysfunctional issues. In the 2014 program year (year nine of operation) SCP added a prevention component, at the request of districts where funding stipulations necessitated such deliverables. Through counseling methodologies, and with the added problem solving prevention component, youth are provided an outlet to openly identify and address dynamic interpersonal processes, often related to life stressors, that otherwise cannot be attended to in the classroom setting.

Purpose for the School. Counseling services are designed to provide the school with an avenue to address mental health needs and concerns for youth in an environment where such services are traditionally not provided. And when prevention is a consideration, not mental health services, SCP assists students in developing problem solving strategies to accomplish reasonable goals (for example, continuing school participation to complete high school, consider a move to alternative learning environments and/or to determine advantages and disadvantages for the GED). There are a multitude of issues that children must address in order to be successful in the academic setting, however some children require counseling services that occur simultaneous to academic instruction; the counseling services operate as an overlay and/or as a supportive aid. Counseling allows the school system to provide a forum where expressive needs of children can be facilitated, simultaneously enabling children to remain increasingly focused on classroom factors - while their expressive needs are addressed and resolved in structured counseling sessions – where it is appropriate, supported, and encouraged. Cognitive and behavioral issues are addressed with youth who may/may not have mental health needs (such as

formal diagnoses), but who nevertheless need more intense and directive interventions to help them succeed in the school setting.

Purpose for the Teachers. The Counseling Services Program offers assistance, suggestion and direction to teachers related to specific youth who are identified in the classroom as “in need of services.” In conjunction with, and with the approval of school administrators, techniques can be offered to assist teachers who interact with emotionally, verbally, physically, and/or sexually aggressive youth in the classroom, if/when input is sought by school personnel and administrators. The provision of services to teachers occur in multiple formats: during face-to-face meetings, IEP and Individual Team Assessment meetings, Study Team meetings, telephone calls and email communications. Such services to teachers can be enhanced with the “Add On Services” component of the Counseling Services Program, listed at the end of this proposal.

In the 2014-15 academic year, the 9<sup>th</sup> consecutive year of operating SCP services, a problem solving professional development seminar was added, aiding teachers and administrators in the problem solving tools that empower students to collaborate with staff in reaching solutions that are best suited to common academic and general success oriented interests.

Regardless of the add-on component, verbal and face-to-face contact with the counselor - to take place by appointment and/or at the end of each school day where services are provided - is encouraged.

Purpose for the Parents. Parental involvement in counseling services is facilitated under the Counseling Services Program on an “as needed” basis. When the counselor identifies that meetings are indicated between the youth and the parents, school administrators are advised that a meeting will be taking place. Parental / youth meetings occur for the purpose of facilitating improved interpersonal relationships, particularly when such relationships appear to be of clinical concern and when such relationships can be directly or indirectly linked to the academic environment. And while the school is aware that such meetings are being held, the confidentiality of the meetings is maintained.

Purpose for Administration. School administrators often see themselves as one of the final places whereby youth and instructor issues (academic and/or behavioral) are necessarily addressed and, when possible, effectively resolved. In many school environments such issues (behavioral) often are referred to administration prematurely or without adequate intervention prior to referral; the emphasis of the school setting is to promote academics, thus interventions for behavioral (and sometimes presumptively clinical concerns may exist) are secondary to the teaching/learning environment.

Behavior impacts academic success. And while the Counseling Services Program does not have an academic component, good communication with the counselor allows for academics to be used as one measure of success and/or failure in social/occupational functioning for youth; in other words if the counselor knows that a student is performing poorly in certain academic areas (often initiated by the counselor in review of report

cards or when teachers initiate meetings with the counselor) youth can be challenged/supported/directed to consider the variables that perpetuate poor performance.

From a behavioral standpoint, when classroom outbursts are reduced, referrals are also reduced. A key consideration for administrators, who interact with the Counseling Services Program as benefactors, is in the provision of information to the counselor. Information that is provided to the onsite licensed mental health professional is incorporated into weekly sessions.

Reciprocity occurs in that the counselor provides intervention ideas, feedback, and commentary on methods that are suited to the individual needs of the most problematic youth who often return to administrators due to issues involving patterns of recidivism. Suggestions offered to school personnel and/or administrators does not compromise confidentiality, as the details of sessions and specific clinical matters are not discussed; “intervention ideas, feedback, and commentary” references methods that are found to be most effective with certain behavioral criteria that may/may not be directly related to youth who are seen in the program.

Summary of Purpose. The reduction of outbursts and improved academic performance is facilitated and addressed in the previously identified ranges of service in the five categories of “Purpose for Youth, School, Teachers, Parents, and Administration.” The key indicators of success are not limited to academic and behavioral variables, because other issues involving time consumed in dealing with problematic youth is a factor, improved internal processes for youth is a factor, general life satisfaction for youth is a factor, and the impact of these improvements as they appear in interactions with an entire student body must be considered as well. For outcome considerations please see the “Program Evaluation and Outcome Measures” section of this proposal.

## SERVICES TO BE PROVIDED

Counseling. Counseling will be provided to youth at the school. Youth will be divided into two kinds of counseling formats: groups and individuals. Counseling services will include common mental health treatment methodologies: Cognitive, Behavioral, Supportive, Narrative / Bibliotherapy, Play therapy, Art therapy, Music therapy, Relaxation therapy, and Psycho-Education – among other effective methods. Various theoretical perspectives in relationship to interventions will be utilized as well: Strengths based, Solutions Focused, Structured Problem Solving, Conflict Resolution, Family Systems, etc.). Aspects of role clarification, developmental stages, interactionist approaches, person-in-environment, internal/external locus of control, cognitive/personality/moral developmental stages, and universality are factored into the sessions, dependent upon the specific needs of the youth.

Prevention Services. In the 2014 program year (year nine of operation) SCP added a prevention component, at the request of districts where funding stipulations necessitated such deliverables. Prevention services youth are not necessarily going to receive

counseling services; prevention referrals are seen usually once or twice in problem solving strategy meetings.

Progress Reports. Progress is monitored by the administration (school & district) with monthly service provision sheets that are included with each invoice to the district whereby services are generally described (see attached weekly progress report for format example: COUNSELING SERVICES PROGRESS SHEET). The Counseling Services Progress Sheet that accompanies each monthly invoice, outlines administrative contacts and tasks between the counselor and certain school personnel, parent/teacher meetings, family meeting times, youth seen in groups and in individual sessions, length of time services are provided (listed in 15 minute minimum increments), travel time (to and from the school), as well as reasons why youth missed sessions (absences, illnesses, OSS, ISS, etc.). Other services that are provided, such as in-services, group presentations, emails, letters, and telephone contacts, which occur on days when the counselor is not at the school, may/may not be listed on the weekly progress sheets.

Progress reports will also be provided to the school upon request, explicating general information about students' participation in counseling services and how things are proceeding via the school, the counselor, and the youth. Informal progress reports may be submitted to the school district on such specific requested occasions during the course of the academic year, commonly at: 1) at the initial phases of service provision where certain youth are indicated to be "in need of services" and 2) near or at the end of the services provision time frame (the school year) to summarize overall outcomes.

Programmatic outcomes are evaluated annually and the findings are generated into a data summary each year. Please see the "Program Evaluation and Outcome Measures" section of this proposal for more information.

Mediation. Mediation will be provided to the school, for those youth who are involved in the counseling program. Mediation is available during the days of the week when the counselor is on school grounds. This service includes parent/teacher meetings, IEP meetings, teacher/student meetings, administrative/teacher/parent/student meetings, and telephone contacts to parents, teachers and students.

Introductory Seminar. The counselor may provide school personnel with an introductory seminar on the benefits of counseling services and its limitations. School counseling programs generally run more smoothly when schools provide the time for the short presentation, before counseling services begin each year in the school. Topics for the 15-20 minute seminar include:

- Expectations for those youth who are referred to counseling: When students get better and if students get worse.
- Desired Outcomes vs. Actual Outcomes: The benefits and limitations of counseling.
- Confidentiality: Legal limitations regarding the release of counseling records, confidentiality in the school setting between students / teachers, and legal requirements regarding reports of self-injury, abuse, and/or threats of injury.



- Logistics: How students will be called to session each week, how to best avoid taking students from core classes (and what happens when it can't be avoided), and how the counselor keeps teachers notified as to the whereabouts of youth who attend counseling.
- Question / Answer period.

When the introductory seminar cannot be provided due to logistic limitations at the school level, the school administration and the counselor will partner to enable teachers to access the seminar content via a web-based program summary and introduction. The Counseling Services Program provides the web-based service, and it can be useful throughout the year for teachers, students, and parents. The web-based introduction is an effective alternative to the actual seminar; however, the Introductory Seminar is most functional when it is done in person and on location with the teachers and staff that will interact with the counselor throughout the school year. The web-based information for the seminar can be accessed via the following web links or via the URL's:

- 1) School Counseling (SC) program explanation.  
URL: [http://www.talkifuwant.com/school\\_a.htm](http://www.talkifuwant.com/school_a.htm)
- 2) SC continued: children, teachers, administrators.  
URL: [http://www.talkifuwant.com/school\\_b.htm](http://www.talkifuwant.com/school_b.htm)
- 3) Common concerns & other thoughts.  
URL: [http://www.talkifuwant.com/send\\_my\\_child\\_to\\_school\\_counselor.htm](http://www.talkifuwant.com/send_my_child_to_school_counselor.htm)
- 4) Introductory Video for All School Personnel Using and Referring Students.  
URL:  
[http://www.youtube.com/watch?feature=player\\_embedded&v=Tf32PYR3Sc4](http://www.youtube.com/watch?feature=player_embedded&v=Tf32PYR3Sc4)

Wrap-up Seminar. The counselor may provide the school with a wrap-up seminar at the end of the academic school year. The topics of the wrap-up seminar are focused on the likes and dislikes of the counseling program with feedback and commentary. If the school opts out of the wrap-up seminar, upon completion of the counseling services program the counselor will contact the principal and ask for feedback from school personnel and district personnel (using informal commentary and/or formal surveys). Please see the PERSONNEL EVALUATION FORM that is attached to this proposal for a discussion of the annual teacher evaluation process.

## LOGISTICS

Referrals. Referrals are made to the counseling services program according to the processes that are suited to the personnel needs of the school, using standardized referral forms (for example, see attached form: SCHOOL REFERRAL FOR COUNSELING SERVICES). School and county personnel identify children who may benefit from counseling and a school referral form is completed; at the time the school referral form is completed a permission slip is also completed (available electronically). The permission

slip is sent home to the legal guardians (or it can be accessed and completed via the web). When the school gets the permission slip back, both the referral form and the permission slip are given to the counselor who works onsite.

Identification of youth being referred to SCP, whether for mental health services or prevention services, usually occurs via teachers who commonly deal with behavioral issues in the classroom; however, guidance counselors, coaches, school administrators and even parents themselves may refer children to the program. Services can be provided to any child whose parents will give permission, however counseling services may be limited to a certain population (ESE, LD, EH, etc.) as the County deems appropriate and according to the mandates and stipulations of funding authorities.

In the case of prevention services referrals, these scenarios are identified in the referral form as well. Prevention services youth are not necessarily going to receive counseling services; prevention referrals are seen usually once or twice in problem solving strategy meetings. Some youth may be seen in counseling services and in prevention services.

Referral forms and permission slips are available electronically (as adobe data forms), so that personnel in the district/school can complete forms by entering data into one referral form (given to the counselor) - while the parent permission slip is simultaneously and automatically filled in (given to the parents). Both forms, typed once, are then printed pre-filled and ready for signatures. Forms are generated specifically for each district/school and are sent electronically to guidance offices at the beginning of the school year. Additionally the referral forms and the permission slips are posted on a specific website with a unique URL for easy access for the district/school 24 hours per day.

Permission to Serve. Any child who is referred to the counseling program must have the written consent of their parent / guardian using the permission forms provided to the district/school by the school counseling services program. Written parental consent is a legal requirement, except in certain cases (such as what might possibly occur if/when an IEP already requires counseling services and/or in matters where the safety of self/others is questioned). The counselor will require permission slips for every child who is referred from the school before professional services will begin.

When a child is referred to counseling, the referring party sends home a permission slip that must be signed and returned to the school before services can be provided (see attached form: PERMISSION SLIP FOR SCHOOL COUNSELING SERVICES). On the reverse side of the permission slip is an optional and informative question/answer commentary for parents/guardians to read as they confront the proposition that the child may need counseling (see attached form: SEND MY CHILD TO A COUNSELOR?). In the event a child is referred to the counseling services program for two consecutive years, a new permission slip is required for each year referred (for each academic year). Old permission slips cannot be carried over from the prior year, as consent generally (and often automatically) expires within a twelve-month period. Signed permission slips enable the counselor to begin providing services. Both a permission slip (from the



parent/guardian) and a school referral form are given to the counselor upon the commencement of services.

In addition to the written consent of guardians, verbal assent from the minor child must occur; the counselor obtains “assent” from each student, subsequent to parent consent, in order for services to begin. Assent is obtained verbally. Consent and/or assent can be withdrawn at any time, but if either is withdrawn, counseling services will be terminated.

Once consent and assent are obtained, a follow-up phone call to the guardian is attempted (parent contacts are noted, usually on the weekly progress report), whereby paperwork verification occurs. In the event verification of paperwork cannot be made via phone (for various logistical reasons where a guardian cannot be reached, for example) the counseling services program will contact school administrators to verify permission slip signatures before continuing counseling services with a child who has been referred.

Length of Service. Counseling occurs one day a week (usually on the same day from week to week) at a given school (or by some variable of parameters between schools based upon travel, proximity, number of students and/or number of licensed counselors available, and funding parameters as contracted) and is provided during the course of the academic school year. The number of days that counseling services occur can be increased as needed by the school, dependent upon provider availability, funding, and the agreement terms that are negotiated.

Counseling sessions usually last for one clinical hour (45 – 50 minutes; whether group or individual), and generally will not exceed the length of a standard classroom period. The length of sessions can/will vary (longer or shorter in duration) due to a number of circumstances (travel time, the length of the school day, holiday/testing schedules, crisis interventions, youth absences, individual or group meetings, the number of youth to be seen in a given day due to the case load, and other variables); youth will be seen consistently on a weekly basis for approximately the same amount of time each week (sessions can range in time from as little as 15 minute check-ins to in excess of 60 minutes). From time to time youth may not be seen each week, however, all youth in the program are listed on the weekly progress report with notes of who was / was not seen (with accompanying reasons). Sessions usually are not effective in shorter than 30-minute increments, therefore a caseload limit may be necessary as set by the onsite counselor; all accommodating issues will be addressed between the school and the onsite counselor, with every attempt made to accommodate the number of youth served. The maximum number of youth who can be seen each week, depending on individual and group placement variables, will not generally exceed 16 youth – however, it can be less based upon the clinical merits of the active caseload. In the event the numbers of referrals exceed the ability of a one-day service provision, the onsite counselor will notify the school administrators of the necessary limitation. In the event a termination of a youth from the program occurs, the onsite counselor will notify school personnel of session openings.

Prevention referral students are not seen weekly. Prevention services youth are seen one or two times, using structured problem solving strategies that empower the student to reach reasonable conclusions about future educational plans. The prevention and problem solving services model was added to SCP in the 2014 year at the request of district administrators.

## DOCUMENTATION AND CONFIDENTIALITY

Primary Concern. The primary concern in counseling is rooted in the needs, goals and desires of the person who receives counseling; this principle is equally true for adults and children. As a result, information about what occurs in counseling and/or what is discussed in counseling cannot be disclosed outside of the confines of the counseling session, unless the recipient of the services provides consent for the information to be released (including consent by legal guardians – in the case of minors).

Confidentiality is protected by the Standards of Care in the profession of Clinical Social Work and other mental health counseling professions; further, confidentiality is protected via legal mandate (see “The Health Insurance Portability and Accountability Act (HIPAA), Standards for Privacy of Individually Identifiable Health Information (Privacy Rule), Code of Federal Regulations (CFR), "Confidentiality of Alcohol and Drug Abuse Records", Code 42, Chapter 1, Subchapter A, Part 2, and also, the Florida Mental Health Act, Chapter 394.4615, "Clinical Records; Confidentiality.").

Legal mandates provide confidentiality exceptions, based upon safety determinations, thus, there may be times when suicidality/homicidality necessitate a report to others – which, does not constitute the need for a written confidentiality waiver/release/consent (see “documentation and confidentiality section, paragraph “exceptions” for more information). Other confidentiality exceptions, as mandated by law, include child abuse, neglect and harm to vulnerable populations.

In situations where mandated reporting occurs, the onsite counselor abides by and follows the standards of care, and the rule of law. Confidentiality exceptions in a client case would not necessarily mean that school administrators or district administrators would be notified; the duty to warn involves safety determinations, as made by the onsite counselor via clinical risk factors and professional assessment. Where safety is determined a risk, the school resource officer may be contacted and/or school administrators will be asked to notify the next of kin, as appropriate (see “exceptions” section for additional information).

Digital / Remote Access Documentation. SCP has progressively altered documentation protocols to enhance counselor deliverables, and to maintain a protocol. In 2005 the document protocol was managed in traditional paper / file formats (hand written or typed, printed or copied, filed in folders and locked in cabinets). In 2008 the paper / file documentation was transferred to a web based access point, however, the protocol still required printing and filing – and traditional records management processes. In 2012 the records protocol was transitioned from desktop records to secure server forms that are

digitally stored by client name. Traditional paper forms and filing no longer occurs; the secure server is accessed only by the direct services provider and the private practice. The digital service overlay of 2012 includes provider side services and client side services (if the onsite provider elects to activate client side access). The digital server includes secure video session (for remote access), appointment reminders by phone and by text the day before sessions occur, and in the case of client side access (if used by the provider) 24 hour journaling, assignments access, and shared session notes. Effective in 2012 the “clinical file” is fully digital as a part of the national trend in electronic health records standardization.

Intake. An Intake opinion will be generated following the initial interview of a child, who is referred to counseling services, and contained in the confidential clinical record. The initial assessment includes general clinical impressions and a brief treatment plan. Intake is a part of the counseling record for each student and it becomes a part of the youth’s case note file(s). Assessments (and all case note documents) cannot be released due to confidentiality, except in certain legal situations (usually by court orders that have been properly served), and access to persons outside of those clinically involved in the counseling process is prohibited (NOTE: school personnel would not be included in the descriptor “clinically involved.”) Additional confidentiality information is provided in the “case notes” section of this proposal. However, it is important to note that the counseling services program universally asserts client privilege up to the extent permitted by the force of law (exceptions occur in all matters involving safety issues).

Case Notes. Case notes are the details of specific information that is exchanged between the student and the counselor during each session. These notes are confidential records that are maintained by the onsite counselor and the school counseling services program (up to seven years post counseling termination) and cannot be released except under certain legal requirements (noted earlier and in cases of court order). Teachers, administrators, other school personnel, county personnel and various other school district professionals do not have access to case notes even in cases where such records are requested – and sometimes, even if the request is initiated by the parents of the youth. Progress notes may be more easily accessed, as opposed to “case notes” (therapy notes) provided the proper consent/assent are obtained.

General Access. General access to Case Notes is limited to the onsite counselor and the school counseling services program practice and cannot be released to anyone except under certain and unusual circumstances. Case Notes are maintained in the confidential files of the counselor (and the counseling services program) according to legal mandates and licensing board requirements – at a minimum. The Case Notes are the property of the counselor and the Counseling Services Program and may be kept in a confidential file longer than the minimum standard, as set by law. These records are not maintained by the school or the school district.

Exceptions. Confidentiality standards do not apply in cases where state and federal law provide for exceptions. Exceptions to confidentiality include cases of suicidal-homicidal ideation/intent, abuse or neglect, and real/perceived threat of harm to others. If an

instance of confidentiality breach is necessitated by the reports of the youth, a formal risk assessment will be completed and crisis intervention methods will be implemented. If stabilization attempts are unsuccessful, or under certain other safety concerns, a confidentiality exception occurs. Depending on the type of confidentiality exception the school staff may be notified immediately, for example in a case where the risk for self-harm is evident, at which time constant and direct supervision of the youth must be ensured until the process of legal commitment is addressed and resolved.

Release of Information. In the event confidential information is requested, a written release of information must be provided to the counselor, signed by the legal guardian. The counselor reserves the right to verify all requests for information and in most cases released information will be summary in nature related to the process of counseling (progress notes), rather than the specific content of counseling services (therapy/case notes). In some cases, the counselor may require the requesting party (who is attempting to gain access to confidential records) to pursue additional legal means to access confidential counseling records, which is deemed necessary in order to ensure treatment efficacy on behalf of the client.

## CONTRACTUAL TERMS

Contract. The counselor and the school district are bound by a written agreement that includes the terms of service, the rate of pay per day, a breach clause, a retainer fee declaration, and a 30-day written termination clause (allowing either party to terminate the contract with written notification). The contract is a standard contract that has been successfully used with other school districts (see attached form: AGREEMENT FOR THE COUNSELING SERVICES PROGRAM) however – the contract can be modified to meet the specific needs of the individual district, provided such changes are agreed to, by both signing parties in advance of alterations from the originally submitted proposal.

Requests and agreements made via electronic mail will meet the written request stipulations of this proposal, and any subsequent contract, as is known and accepted with laws related to email, *identifying such communications, as binding*. An email however, does not necessarily inherently constitute an agreement, unless both parties indicate an agreement in the email exchange – if and when appropriate.

Rate. The daily rate for counseling services for the 2014 – 2015 academic year is \$450.00. The daily amount for the 2014-2015 school year reflects no increase from the daily amount in the 2013-2014 agreement. The rate for SCP has not increased in the previous four years, even as 4 schools have been added, and additional day of services have been added, and in 2014 the prevention component was incorporated.

The daily rate includes traveling time (up to 2 standard hours). The rate is assessed for each day the counselor comes to the school to provide services, even in cases where youth are absent, the teacher refuses to release the student for counseling, the child refuses to attend, and/or during early release days and schedule shifts due to testing and/or various other school events. The rate is generally based upon a full day of



counseling services beginning at 9:30 AM. The counseling day ends upon the release of the children from the regular school (excluding afterschool program hours) however up to one hour each day may be utilized by the counselor at the end of the school day for meetings, phone calls and paperwork.

The counselor is available to provide up to 7 clinical hours of counseling per day (a clinical hour usually lasts between 45 and 50 minutes), but times may be adjusted according to logistical matters that necessitate such adjustments (see also “length of service” section for additional information). The maximum number of hours in the contracted day, regardless of the number of clinical hours provided to students, including traveling hours, and including daily follow-up meetings, is nine standard clock hours. If the total number of hours combined in any given day exceeds nine clock hours, the school counseling program may assess an additional hourly fee for every hour over the nine hour maximum. The additional hourly fee will begin at fifteen minutes past the nine hour maximum allowed under the daily contract rate, and will be billed in hourly increments as a part of the standard month billing cycle (see “billing” for more information).

The counselor who will be assigned to work in the school is facilitated by the school counseling services program, Kurt LaRose, MSW, LCSW, CHT, CSW QUALIFIED SUPERVISOR, the school and the school district – with the final placement of the onsite provider being established by LaRose. LaRose may, or may not, at his option, be the direct provider of the counseling services onsite. Alternatively, LaRose may function as the program administrator providing the direct supervision of the onsite licensed provider, using the program components, as structured herein – to ensure the continuity of program implementation and practice, with ongoing annual program evaluations.

Onsite Provider and Program Structure. When LaRose serves as the supervision professional, rather than the direct onsite provider for the school counseling services program, the contract terms will specify that LaRose is not functioning in the onsite service delivery. When the onsite provider is someone other than LaRose, the counseling services program structure becomes a two-tier, multi-level process. The two-tier service delivery model becomes applicable in the following manner: 1) tier one consists of the onsite licensed professional who provides mental health services using the program structure, protocol, forms, and guidelines as set forth herein and, 2) tier two consists of LaRose working: a) in a clinical consultative role (with monthly supervision meetings occurring between the onsite provider and LaRose at the Tallahassee office), b) LaRose is the liaison between the school district, the school itself and the direct service provider, c) LaRose is the monthly case note auditor and custodian of all case notes and records (jointly signed by both LaRose and the onsite provider – the onsite signs each day of service, LaRose reviews and signs each month), d) LaRose serves as the contract manager between the district and the school counseling services program, and e) LaRose facilitates, gathers data, and generates the annual program evaluation services (see “program evaluation” for more information). In addition, regular communications between the onsite provider and LaRose will occur by phone, email, text messaging, and video conferencing each week, based upon critical cases, emergency situations, mandated

reporting concerns, and other variables that are idiosyncratic to the dynamics of onsite mental health service provision in an academic setting.

In the two tier service delivery model, the Counseling Services Program will enlist, train, and provide the appropriate number of professionals to meet the needs of all schools that require school counseling services, in the event other support professionals are needed to fulfill the number of requested days (see “additional support staff” section of this proposal for more information).

Indemnity. Some districts require an indemnity clause, although Florida Statute protects school districts as an “agent of the state” under its sovereign immunity laws (see FLA. §§ 768). The statute does not fully indemnify the school district from liability in cases where alleged harm is considered intentional and even in the intentional cases Florida Statute provides for a \$100,000 and/or \$200,000 maximum risk (with an attorney fee maximum of \$25,000). The law is less clear as to whether or not the contract incorporates the sovereign immunity liability protection standards to the School Counseling Services Program and/or its counselor(s); the program and its counseling affiliates might also be construed by some as “an agent of the state.” Districts are advised to seek legal counsel in this regard, provided there are concerns related to indemnity. Regardless, the counselor assumes all risk and responsibility of liability related to the counseling services program, particularly and expressly in cases where indemnity is legally (by an appropriate court) determined as not applicable to the Counseling Services Program.

Liability. The counselor (onsite provider and LaRose) carries professional liability insurance that provides for sufficient coverage in cases where legal issues may arise. A liability declarations page is copied and provided to the school district upon request, prior to beginning counseling services in the school. The declarations page will indicate to the district the insurance company, the policy number, the amounts of coverage per incident, and the expiration date of the policy. The policy of LaRose includes independent contractor insurance coverage, in addition to that which the onsite provider must carry. As a pre-requisite to obtaining this liability/mal-practice insurance the history of prior claims, lawsuits, or professional conduct violations must be reported and/or investigated with the insurer.

Legal Sanction History. There has never been a professional code of conduct, professional ethics violation, a lawsuit (filed or threatened), or a legal sanction or settlement levied against LaRose or entered into by LaRose, or the Counseling Services Program. Code of conduct violations can be tracked through the State of Florida, Department of Health, Division of Medical Quality Assurance website (accessible through the MyFlorida.com portal). In the event there is an onsite provider working with the counseling services program, as a prerequisite to contracted services, the legal sanction history must be / is also without violation.

Workers Compensation. Some school districts require a legal statement regarding Workers Compensation coverage to be included in the counseling services contract.



State Statute regulates Workers Comp coverage requirements (see FLA. §§ 440; a company with 4 or more employees must carry Workers Comp). It is not necessary to include a clause in the contract at this time because Kurt LaRose, MSW, LCSW is self-employed and/or the counselors who work with the program are sub-contracted by the school counseling program. Onsite providers who work with the Counseling Services Program are sub-contractors and are not considered employees. However, in the event the program requires employed counselors, when/if 3 or more are added, the program will fulfill all legal mandates related to Workers Compensation coverage and immediately notify the school district of the changes (with documentation, when/if indicated).

Billing. The Counseling Services Program will submit a bill each month to the school district, in the amount of \$450.00 for each contracted day; billing may occur more frequently depending upon the pay cycles that are currently in place at the district. The bill will include a copy of the Counseling Services “Weekly Progress Report” record for each week/day that counseling services are/were provided.

Payment. Payment is to be made to Kurt LaRose in a timely manner (consistent with the normal payment processes of the district office). Late payments, those that are outside of the normal payroll processes for the school district for its own employee payroll, will be considered a breach of the contract terms (see the “acceleration for non-payment” section).

Document Submission. All documentation will be submitted to the district office electronically using the secure server application and/or will be printed in paper form and mailed, according to the district office preferences. Where possible, secure faxing will occur, supplemented by follow-up USPS traditional mail.

For districts who agree to utilize the secure server digital overlay, billing access is limited such that client files are not accessible – except as student names are identified in the services provided listing or billing descriptions. In cases where signature verifications are required, the documents will be scanned, faxed, or printed onsite by the provider and shared digital via the secure server system – and included in billing records each month. Emailing of billing records is no longer utilized, except in unusual circumstances where delays can be resolved – and – when security password protected files are shared. All electronic files will serve as original documentation.

For all electronic files that are submitted and/or for all standard hard copy files that are submitted to the district, copies are maintained by the counseling services program. Copies of weekly progress report summaries (see attachments section) and monthly invoices are maintained consistent with the same timelines of all other records.

## DIGITAL PLATFORM ONGOING IMPLEMENTATION

“Electronic Health Records and HIPPA Compliant Security Program Modification. As all health records are gradually shifting to the electronic health record standardization, mental health providers are accommodating these standards, and in some cases, these

mandates (at present mental health providers are exempt from the EHR standard – a factor that makes the digital platform in the SCP model highly progressive and advanced in the use of technology to improve, standardize, and streamline care/services). The school counseling program terminated its use of web accessed forms (Adobe PDF, MSWord, etc. etc.) for Weekly Progress Reports, Teacher/Guidance Referrals, Parental Consent, Youth Intake Forms, Case Notes/Therapy Notes, Exit Interviews, Teacher Evaluations, etc. etc. transitioning to the secure digital server. Effective in 2012 all forms are accessed, utilized, completed, shared, administered, and digitally signed using an online HIPPA Compliant Secure digital server.

Digital / Remote Access Documentation. In 2005 the document protocol was managed in traditional paper / file formats (hand written or typed, printed or copied, filed in folders and locked in cabinets). In 2008 the paper / file documentation was transferred to a web based access point, however, the protocol still required printing and filing – and traditional records management processes. In 2012 the records protocol was transitioned from desktop records to secure server forms that are digitally stored by client name. Traditional paper forms and filing no longer occurs; the secure server is accessed only by the direct services provider and the private practice. The digital service overlay of 2012 includes provider side services and client side services (if the onsite provider elects to activate client side access). The digital server includes secure video session (for remote access), appointment reminders by phone and by text the day before sessions occur, and in the case of client side access (if used by the provider) 24 hour journaling, assignments access, and shared session notes. Effective in 2012 the “clinical file” is fully digital as a part of the national trend in electronic health records standardization.

The online digital platform has been used by the practice of Kurt LaRose MSW LCSW successfully since February 2012 (see brief intro and announcement for more information at: <https://talkifuwant.securepatientarea.com/portal/index/default/>). The school counseling services digital overlay platform that went live in 2012 can be reviewed at: <https://schoolswithpaul.secure-client-area.com/portal/>.

The platform developers, from Orlando, Florida, have been using the secure, digital, encrypted, server based platform with mental health providers across the United States. Encryption and internet security meet confidentiality standards.

## OTHER SERVICES AVAILABLE

Diagnostics. Diagnostics are not included as a standard component of the counseling services program, except as is needed by the counselor to provide interventions. Mental Illness diagnosis (and/or the rule out of a mental illness diagnosis) is available to the district, upon written request. Diagnosis can be made via formal interview intake procedures and analysis and/or via psychometric instrumentation. Psychometric instrumentation usually, but not always, requires a longer assessment period. In general, formal diagnosis requires separate, concentrated, and more individual time with the specified youth – often several hours per youth and per diagnosis. When diagnostics are requested - an additional fee will be assessed to perform diagnostics (see diagnostic fees

section of this proposal). Written permission from the child's guardian must be obtained prior to formal diagnosis, and the permission must include a Release of Information for the district and the counselor.

Written Diagnostic Assessments. Detailed written assessments for youth who are referred for diagnostics can be provided, upon written request of the district. A written report of Significant Clinical Information, Psychiatric History, Medication History, Family of Origin Information, Clinical Diagnostic Impressions, Rule Out Considerations & Contraindications, Preferred Intervention Methodologies & Techniques, Treatment Plan, Outside Referral Recommendations, and Session Number Indications are included in formal written assessments. One copy of the diagnostic impression is made available and provided to the district and to the parents/guardians of the child. Written permission from the child's guardian must be obtained prior to the diagnostic report being written, and the permission must include a Release of Information for the district. Diagnostic services are provided to the district by Kurt LaRose MSW LCSW and are not otherwise provided by the onsite provider.

Other Services Logistics. "Other Available Services" are provided, upon written request of the district, after the school obtains the written consent of the child's guardian. A written consent form is available for the district to use, specific to the counseling services program, upon request. The written consent form will include a request directed to the parent, instructing the counselor to begin formalized diagnosis and/or written assessment, with a Release of Information for the district. Diagnostic services and other available services are provided to the district by Kurt LaRose MSW LCSW and are not otherwise provided by the onsite provider.

Diagnostic Fees. When formal diagnostics are requested and provided, a formal Written Diagnostic Assessment is included. Written diagnostic assessments are mailed via standard US mail, sometimes via certified mail, within 30 days of the clinical interview and diagnostic testing date(s). The fee for Diagnostic interviews and the written diagnostic assessment is \$895 per youth. Assessment copies are mailed to the school district making the request, with a carbon copy mailed to the legal guardian. Fees for "Diagnostics" and for "Written Diagnostic Assessments" are due upon the generation of the Written Diagnostic Assessment and will be included in the monthly billing processes of the counseling services program. Diagnostic services are provided to the district by Kurt LaRose MSW LCSW and are not otherwise provided by the onsite provider.

Student Referral, Treatment Limitations and Add On Services. A request commonly made by school administrators, teachers and students, is for more counseling days at the school. An additional day of services is included herein as an Add-On Service. Additional days of counseling should be considered according to program outcomes and according to the student body population size. Generally, it is unnecessary to provide more than one day of counseling services at a school when the school population is less than 150 students *and* when the referral ratio is 10% (or less) of the student body population. School's who usually refer more than 15 youth per week to counseling

services, should add an additional day of counseling services, to effectively meet individual and group needs.

Maximum Caseload Limitations. The onsite provider will decline referrals that exceed 16 students in any one regular school day while working in one school. Caseload limitations are set to increase the ability of the onsite provider to maintain a minimal standard of care, to effect ethical treatment considerations for each client in need of services, to maintain/improve treatment efficacy objectives, and caseload manageability in data management, parent/teacher/administration/supervision consultation time constraints/demands. In the event the onsite provider accepts a number of referrals that are greater than 16, the program supervisor and administrator (LaRose) will contact the district office, the school principal, and the onsite provider to arrange for a caseload reduction.

In scenarios where the district contracts for additional days of service, involving more than one school, the onsite provider will be limited to fewer referrals and even smaller cases loads, based upon travel time between schools, and the number of schools to be served in any one day of service. Program caseloads will be limited according to the following criteria:

- 1) For districts requesting services in two different schools on the same day the maximum number of referrals that will be accepted (between the two schools) is 13 youth and
- 2) For districts requesting services in three different schools on the same day the maximum number of referrals that will be accepted (between the three schools) is 11 youth and
- 3) For districts requesting services in the four different schools on the same day the maximum number of referrals that will be accepted (between the four schools) is 9 youth.

Time management demands a referral caseload maximum framework, allowing for travel between schools, set up/break down time at each school, and some flexibility in the sign in and sign out times at each reception area of each school. In scenarios where situations require additional time to complete the travel between schools, set up/break down times are somehow elongated, and the sign in and sign out times are prohibitively slower – the onsite provider will reduce the number of youth seen at each school.

Add-On Services are listed below, and include options that generally are directed to school personnel, parents, and other support staff who are directly and indirectly involved in helping youth succeed in the academic setting. Add-On services must be contracted, and they can be purchased yearly, or the services can be broken down into smaller sets. Add-On Services are usually provided by Kurt LaRose MSW LCSW, and when possible, with the support of (and by) the onsite provider.

It is a requirement of the Counseling Services Program that at least one staff person from the school/district attend all add-on services where groups of students will be assisted



(except in the case of additional days of counseling). Generally, all Add-On Services fall into the category of continued education or psycho-education. Available Add-On Services are listed in the chart below:

Add On Title	Description	Target Audience	Time Frame	Cost
SODAS: Problem Solving Using a Structured Tool that Empowers Educators and Students	SODAS is explained, modeled, and practiced targeting the Drop Out Prevention TIER II goal.	Teachers	4 Hours	\$1725
1 Additional Day in District (Elementary, Middle and High School)	See Counseling Services Program Proposal	Students	1 Additional Day Per Week	\$450 Per Day
Why do Professionals Take Things so Personally!?!?!?	Separating the Personal Self from the Professional Self: The Teacher / Student Relationship in Context	Teachers	1 Day (8 total hours)	\$2350 Per 8 Hours
Anger Management	Helps students (up to 10 per session) with anger and aggressive issues. Includes presentations, appropriate expressions, inappropriate contrasts, and role-plays.	Students (Referral Only)	2-4 Hours – 3 times per year (max = 10 students per session)	\$1,550 Yearly or \$650 per session (10 youth)
Bullying: perpetrators, victims, and alternatives	Peer reviewed literature review. Power point presentation. Role plays & Modeling. Psycho-drama and Q & A.	Personnel	6 hours 1 Day	1,550 Per Day
Conflict Resolution	Provides sessions where conflicts between youth can be addressed and resolved – and can be utilized with ongoing historical problems between peers and/or in crisis situations.	Students	2 Hour Sessions	\$95 Per Session (2 Youth)
Peer Counseling	Provides information to youth and staff about peer counseling programs; an in-service seminar on student/staff applications in the school setting	Students / Staff	2-4 Hours – 3 times a year (max = 10 students per session)	\$1,550 Yearly or \$650 per session (10 youth)
De-escalating & Redirect in the Classroom	Helps staff improve classroom behavior while reducing referrals. Includes statistics, research, power point presentation and role-plays.	All Teachers CEU's May Be Available	4 Hours – 2 times per year	\$1,950 Yearly 25 People
Good Touch / Bad Touch®	Age appropriately presented related to touch between youth and others; the program is DOE approved. Includes presentation and role-plays.	Students	3 Hours – 2 times per year	\$1,550 Yearly
EAP-2 Services	Intervention addresses clinical concerns related to personnel and issues that impact job performance (who may be at risk of termination).	All Personnel (Referral Only)	2 Hours Per Week (up to 72 hours annually)	\$3,950 Yearly Or \$85 / Session
Understanding the evolution of gang development processes in the school setting	“Gang Think: How to address strong yet false bonds that destroy; a strengths perspective in mimicking behavior.”	Organizations and/or Individuals	4 Hours – 2 times per year	\$2,250 Yearly (Up to 25)

These add-on services are available under contract and must be included in the original terms of service to obtain the reduced rates, and to ensure availability of services for a particular district. Add-On Services are frequently provided during early release days, during summer breaks, and/or on planning days, if/when available.

In some cases, Add-on services may be provided under separate contract due to funding limitations, mandates, and budgetary line item invoicing business practices, as requested by the district or by the school counseling services program. In the event a separate contract is needed for Add-on services, and in order for the district to obtain the discounted rates that are listed here, the add-on contract must be signed at the same time the counseling services program contract is signed.

#### ADDITIONAL SUPPORT STAFF

Other Service Providers. Due to the expandability of the Counseling Services Program in several North Florida Counties and School Districts, with program design and implementation limited only to statewide expansion, other similarly trained professionals, working under the direct supervision of LaRose, may be incorporated into one or more aspects of the service delivery structure. The Counseling Services Program will be universally applied, in the event additional support staff is needed, to fulfill the obligations of contract services. School districts may request certain providers to work within certain school settings, however LaRose does not promise that requested clinicians can serve in requested schools due to program constraints.

Onsite Providers, Universal Program Delivery, and Consultation. Onsite providers who work under sub-contract with the school counseling services program contractually are obligated to utilize program specific forms and documentation, as provided by the program herein, and as indicated herein. All records, therapy notes, case notes, progress notes, progress reports, treatment methods, report card reviews, intakes and exit interviews, including school evaluation forms are developed, and provided to each onsite provider to ensure a universal program delivery. Additionally, all documents are reviewed and signed by the onsite provider (each day onsite services are provided) and also the same documents are, at least on a monthly basis, reviewed and signed by LaRose. As the case files dictate and as the provider requests it, LaRose will provide direct supervision for program delivery and consultation throughout the course of program contract year, with monthly meetings to be arranged between LaRose and the onsite provider. LaRose also provides consultation services to school and district personnel, and/or parents who contact LaRose when/if needed, as may be necessary to facilitate, implement and evaluate the school counseling services program.

#### PROGRAM EVALUATION AND OUTCOME MEASURES

The Counseling Services Program is an established model in the provision of mental health services that are comprehensively provided in the academic setting (with initial



implementation in two school districts, effective 2005). Services are developed and provided based upon the overall systemic and individual needs of all parties within the school system with a strategic method intended to simultaneously impact multiple parties – thus multiple parties serve to benefit from the Counseling Services Program. An effective way to assess program efficacy, as it is outlined herein, is by including a program evaluation component.

Evaluation Reporting Changes. The program evaluation component has been a standout feature of the SCP model since 2005, where evaluations generally do not occur in other similar programs. Due to cost limitations and the amount of time involved in generating program evaluations – the evaluation report process was terminated. In 2014 SCP moved from a data gathering and report generation evaluation method, to a ‘data gathering only’ evaluation model. That is to say that with the 2014 year all key areas of data gathering remain consistent (with all prior years) with the data being gathered/recorded/stored as it always has been. The data is no longer converted to a full report with summaries, graphs, and findings.

Data Gathering & Report Categories. Program Evaluation data is tracked in every school district where the Counseling Services Program is provided using information gathered from multiple sources. In the past, the data was compiled into a summary report with an analysis highlighting the strengths and weaknesses of the Counseling Services Program. The report is no longer generated, even as the data continues to be gathered. The evaluations from 2005 to 2013 are published and can be found on the web (see “Outcomes Publishing Date” section for additional raw data and published evaluation findings; some years include raw data information only with other years made up of a complete summary). A summary of the evaluation report outline and general information follows.

The outcomes for year one of the program, in two different school districts, indicating results that meet or exceed the 80% to 90% efficacy rate in all five of the evaluated key program areas. The evaluated key program areas can be grouped into the following five areas/types: 1) Independent Data Sources (such as demographics, service delivery breakdown, attendance records, reasons for non-participation, referral numbers, group/individual numbers, attrition rates, and grade reviews at time one and time two), 2) School Personnel Evaluations (a 20 item questionnaire with a five point likert type response set), 3) Youth Exit Interviews (qualitative and open ended questions to obtain youth specific feedback on youth needs and program responsiveness to the referral/treatment objectives), 4) Pre and Post Intervention Psychosocial Functioning (assessed by clinical picture evaluation based upon a standardized assessment score contrasting the beginning scores to the ending scores), and 5) a Cost Analysis (comparing community based and academically provided mental health services with a cost differential noted).

Subsequent years’ raw data findings have largely duplicated the year one-efficacy rates, with some declines noted in a few areas – however the programs have maintained their overall integrity in 2005-06, 2006-07, 2007-08, 2008-09, 2009-10, 2010-11, and in 2011-

12 (see “Outcomes Publishing Date” section for additional raw data and published evaluation findings; some years include raw data information only with other years made up of a complete summary).

Instruments. Besides the “independent data sources” that are used in the program evaluation data gathering, there were/are various other assessment instruments developed to reliably and validly gather data. The evaluation instruments are attached to this proposal in the section titled “Evaluation Instruments.” Included are the “Personnel Evaluation Form,” the “Youth Exit Interview Form,” and the “Counselor Rating Index of Psychosocial Functioning Form.” Report cards are obtained at the first and third nine weeks and maintained in the student counseling records (later scored in the annual evaluation) and a summary of session attendance, service delivery modality (individual or group), and miscellaneous administrative services are recorded each day on the weekly progress report (included in the annual data gathering).

Outcomes Publishing Date. The program evaluation reports for year one (and for two counseling year programs) were previously published and posted on the web. Raw data for subsequent years has been compiled and prepared for report publishing – and published on the web as well. Year one and year five comprehensive summaries are also posted on the web, with the exception of 2009-10 for one district (due to a data gathering error with a new onsite provider at that time). Current outcomes (summary and raw data reports) are available via the web (html files and adobe PDF files) which can be found at the following URL: [http://www.talkifuwant.com/school\\_counseling\\_program\\_intro.htm](http://www.talkifuwant.com/school_counseling_program_intro.htm).

As of the 2014 year, annual reports are no longer generated – whereas the program evaluation data continues to be gathered and recorded. The annual interpretation and summaries have become cost prohibitive and are not funded any party. Program efficacy has been documented for nearly all of the years prior to 2014, thus the program is supported and believed to be effective. The SCP model as it has been evaluated and reported on year after year here, is believed to be one of only a few in the entire US to have done so – as program evaluation is seldom funded and completed.

## CREDENTIALS

Licensure. The Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling Board has previously licensed LaRose as a Registered Clinical Social Worker Intern to provide clinical social work, psychotherapy, and mental health services in the State of Florida. The former license (ISW #3858) was issued by the Department of Health, Division of Medical Quality Assurance.

Effective January 30, 2009 LaRose passed the Association of Social Work Boards (ASWB) national clinical level examination mandated for full licensure, and on February 4, 2009, Florida’s Department of Health (DOH) notified LaRose that the criteria for the credential of Licensed Clinical Social Worker (SW #9297) was met & issued. The LCSW licensure in Florida, voids the former social work internship licensure, originally

issued by DOH in 2005. In September 2013 LaRose was credentialed as a Clinical Social Work Qualified Supervisor.

Onsite providers meet similar national examination standards as LaRose, according to their own particular specialty and according to those the state recognizes as qualified in mental health service delivery. Licensed mental health providers must meet certain continuing education requirements for renewal and they must meet other standards as set by the licensing board.

LaRose's, and other onsite providers' current licensure establishes that minimum legal standards have been met, and that protected title status is ensured, and that mental health counseling services may be provided throughout the State (see FLA. §§ 491). A copy of the state LCSW license (or another similarly licensed credential for the onsite provider) is generated for the school district upon request. Licensure may be verified via the MyFlorida.com website portal.

Academic. Kurt LaRose obtained his Master of Social Work degree from Florida State University, Tallahassee, Florida. His MSW is in the Clinical concentration and he is trained as a mental health professional. LaRose obtained his under graduate Bachelor of Arts degree from the first US university "without walls" in the Distance Learning program at Union Institute & University, Cincinnati, Ohio. His Associate of Arts degree was obtained from Tallahassee Community College, Tallahassee, Florida. LaRose graduated from each institution of higher learning with honors and academic awards of recognition including, academic biographies published in *The Dean's List* and *The Chancellor's List*, and LaRose was a President's Award Nominee, the highest university award given, at UIU.

Security. LaRose has completed thorough and comprehensive background checks on numerous occasions spanning multiple years, initially in 1991 while working for and running a residential treatment program for abandoned, abused and neglected youth. Background checks have included searches within local, state, and national realms of clearance. LaRose most recent "Background Clearance ID" was issued by Leon County Schools, the regional provider of security clearances for various North Florida school districts. The level II clearance (State & Federal background checks) is current as of the 2013-2014 academic year. The onsite provider undergoes similar background checks, kept current for the duration of all onsite service provision.

Professional Membership. Kurt LaRose is a member of the National Association of Social Workers, which governs all aspects of professional social work values including the principles of professional and ethical conduct. NASW membership has been active, by LaRose, since beginning in private practice (2005). The NASW mandates that its members abide by the Code of Ethics and in cases where it is believed that ethical considerations have been violated, requests for a professional review can be made to:

NASW  
750 First Street, NE

NASW Florida Chapter  
1931 Dellwood Drive

Most Relevant Experience. LaRose first began working with youth in 1990 with the co-development and implementation of a drug education program in Southeast Missouri. LaRose has developed and implemented mental health counseling programs in three different academic settings and in one primary care health care clinic with specialized experience in providing counseling to youth and families. Three of the counseling programs have been evaluated for efficacy, with most of the outcomes published and accessible via the internet (see website links section of this proposal for more information). Mr. LaRose has 2.5 years of experience in providing social, academic and behavioral instruction to youth in the group home setting, with one additional year in the treatment foster care setting. LaRose has completed extensive literature reviews on child welfare in America proposing a new model of care known as the Adult Welfare Model. He has experience in facilitating chemical dependency groups (based upon the 12-step recovery model), and has worked in the area of sexual acting out behaviors in children and sexual compulsive behavior in adults. LaRose is a provider of comprehensive clinical assessments that have been used in various legal, private, and clinical environments and he has provided emergency intervention services where youth/youth assaults have taken place (in the academic setting).

LaRose specializes in academic services directed at youth, has co-developed and independently developed three youth counseling programs, and works with families, children, couples, and individuals in his Tallahassee private practice office. LaRose has been a university guest speaker, is an Adjunct Professor at Thomas University teaching school social work & conflict resolution, rural health & human services, human behavior in the social environment, and he has 5 years experience in field supervision to IV-E Child Welfare Program interns; LaRose has published articles on mental health assessment and diagnosis, choosing a therapist, conflict resolution, stress reduction, saying too much, career satisfaction, and controversial topics such as mental health & spirituality. Articles have appeared in the Honor Cord, *InSpire*, and in the *Specialty Practice Sections* NASW (Washington, D.C.) publications.

The school counseling services program model has been recognized and developed with countries outside of the US, with modified services implemented via consultancy contract terms in South Andros, Bahamas and with Memorandums of Understanding and contract negotiations in Africa. The consultation terms were established in 2009 for the South Andros program, whereas funding for the program occurred under the “Innovative Solutions Agency” heading, (operated there as an “after school adolescent counseling programme”). The South Andros program began in August of 2012. Also, in 2012 the school counseling program model was endorsed by a small university in Kenya, Africa, and by a private counseling agency, working under government contract in Uganda, Africa. The Africa developments, similar to those in the Bahamas, were initiated via web based contacts from the respective citizens, attempting to improve counseling services delivery systems based upon program success in this US school counseling program model.



Resume. Resume, vitae, and biographical information can be accessed via the web at the following URL: [http://www.talkifuwant.com/Resume\\_Kurt\\_LaRose.pdf](http://www.talkifuwant.com/Resume_Kurt_LaRose.pdf).

#### CONTACT INFORMATION:

Office and Mailing Location  
220 John Knox Road, Ste 4A  
Tallahassee, Florida 32303

Cell and Text: 850-545-2886  
Office and Support: 850-765-5206  
Confidential Fax: 850-575-2886  
Email: [Kurt@TalkifUwant.com](mailto:Kurt@TalkifUwant.com)  
Web: [www.TalkifUwant.com](http://www.TalkifUwant.com)

#### PROPOSAL DISTRIBUTION AND DUPLICATION LIMITATIONS

Copyright. This proposal has been developed and designed based upon clinical research, literature review information, practice wisdom, various known theory, and common professional perspectives, and also with some technologies and techniques newly developed, by Kurt LaRose, MSW, LCSW. Its written contents as a professionally written document, is protected by copyright laws: Copyright© 2005 – 2014. Kurt LaRose, Tallahassee, Florida 32303. Duplication of this document is expressly prohibited without the written consent and permission of Kurt LaRose, MSW LCSW, unless otherwise noted in the limited release section that follows.

Limited Release. A limited release to duplicate this document is provided to the school districts that are considering and who are currently in negotiations for the use of the Counseling Services Program. The limited release to duplicate is expressly provided for the duration of the proposal period, which is traditionally during the summer months (June and July) in between the academic school calendars (when classes are not in session). The limited release to duplicate remains in effect until either, 1) the first day of school (in cases where the proposal is not accepted by the TAYLOR COUNTY SCHOOL DISTRICT) or 2) for the duration of the contracted period (in cases where the proposal is approved by the School District).

All other duplication is prohibited, unless written permission is obtained from the author of this proposal, Kurt LaRose.

Proprietorship. The Counseling Services Program is currently being developed and considered as a proprietorship program, replicable across multiple school districts in the State of Florida. Because many counseling services are available by providers other than LaRose (many services are already in existence with various school districts) and because most providers do not include the comprehensive aspects of the Counseling Services Program as one service delivery product, the contents of this proposal is considered the

sole and exclusive property of Kurt LaRose, MSW LCSW and of the Counseling Services Program (please see "disclaimer" section for additional information).

Disclaimer. Universally known therapeutic techniques, methods, theories and models of practice are not the property of LaRose and, as such can be presumably duplicated by similarly trained and licensed professionals. Yet, because most counseling programs (if any) do not provide the overall comprehensive level of services, and/or outreach aspects that are included in this documented program outlay/overlay, the "Counseling Services Program" may not be released by TAYLOR COUNTY SCHOOL DISTRICT to other mental health providers, practitioners, or behavioral intervention specialists.

#### PROPOSAL SUBMISSION

This proposal for the Counseling Services Program is respectfully submitted on 08/18/14 to RAMONA PATRICK ESE Director, TAYLOR COUNTY SCHOOL DISTRICT, 318 NORTH CLARK STREET, PERRY, FL 32347.

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Sincerely Yours,



Kurt LaRose MSW LCSW  
220 John Knox Rd Ste 4A  
Tallahassee, Florida 32303  
[Kurt@TalkifUwant.com](mailto:Kurt@TalkifUwant.com)  
CL & TX: (850) 545-2886  
OFFICE: (850) 765-5206  
FAX: (850) 575-2886

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Attachments:

- 1) Counseling Services Progress Sheet
- 2) School Referral for Counseling Services
- 3) Permission Slip for Counseling Services
- 4) Send My Child to a Counselor?
- 5) Evaluation Instruments (Staff, Students, & Counselor forms)
- 6) Agreement for Counseling Services

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Kurt LaRose, MSW, LCSW  
PO Box 180671  
Tallahassee FL 32318

School Counseling Services  
(Confidential Record)

Cell Ph: (850) 545-2886

Weekly Progress Report  
School: \_\_\_\_\_

Onsite  
Onsite

Date of Service: \_\_\_\_\_

SERVICE DELIVERY:

Student Name	Service	Time	Duration
1 _____	C, G or C, I	_____	MIN
2 _____	C, G or C, I	_____	MIN
3 _____	C, G or C, I	_____	MIN
4 _____	C, G or C, I	_____	MIN
5 _____	C, G or C, I	_____	MIN
6 _____	C, G or C, I	_____	MIN
7 _____	C, G or C, I	_____	MIN
8 _____	C, G or C, I	_____	MIN
9 _____	C, G or C, I	_____	MIN
10 _____	C, G or C, I	_____	MIN
11 _____	C, G or C, I	_____	MIN
12 _____	C, G or C, I	_____	MIN
13 _____	C, G or C, I	_____	MIN
14 _____	C, G or C, I	_____	MIN
15 _____	C, G or C, I	_____	MIN
16 _____	C, G or C, I	_____	MIN

\* RE: 0 MIN indicates that a student was not seen on this date.  
Reasons that were verified by the counselor indicate who provided information and/or verified reasons.

\* KEY: A=Absent N=No Show (skip) O=OSS I=ISS ?=Teacher does not know whereabouts

ADMINISTRATIVE/PARENT/TEACHER/MISC SERVICES CONTACT RECORD:

Admin Contact / Admin Title	Time	Duration	Topic
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____
_____	_____	MIN	_____

TRAVEL:

Description	Time	Duration	Topic
Leave Tallahassee	_____	MIN	_____
Leave School	_____	MIN	_____

School Signature \_\_\_\_\_

School Printed Name \_\_\_\_\_

School Date Signed \_\_\_\_\_

On-Site Provider Signature \_\_\_\_\_

Prov. Date Signed \_\_\_\_\_

LaRose Review/Submit/Sign: \_\_\_\_\_

LaRose Review/Submit Date: \_\_\_\_\_

Save & Print

Email LaRose

Save & Next

Go to 1

Search

Refer & Permission

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<< End Counseling Services Progress Sheet >>

## 2014-2015 SCHOOL COUNSELING SERVICES REFERRAL

**NOTE:** It is the responsibility of the referring party to completely and accurately provide all of the requested information. The School Counseling Program cannot make a funded referral for services, and/or contact parents/families/youth whose information is missing or invalid. Missing or incorrect information will prevent the child from being seen.

**Form Instructions:** Type this form and the information for the attached permission slip will automatically populate. Click the buttons at the bottom of the page for ease of use. The permission slip must be signed by the guardian(s). Both the school referral and the permission slip must be given to the onsite counselor, BEFORE services can begin. The counselor will contact the guardians and the student to begin the intake interview. Keep this referral and the permission slip information confidential.

The student: (youth name), born (DOB),  
who is in the (grade) and who attends (school name)  
is being referred to the school counseling services program for the 2014-2015 academic year.

The parents/legal guardians are: (enter names),  
who reside at: (enter street address)  
(city) (state) (zip)  
can be reached at: (enter phone1) or (enter phone2).

This referral is being made by:  
☐ ESE Office   ☐ Principal   ☐ Teacher   ☐ Guidance   ☐ CRO   ☐ OTHER

Referring party contact information:  
(enter your name) (enter your phone#)

This student is, and this referral is made, according to the following:  
 The student ☐ is or ☐ is not an ESE student.  
 This referral ☐ is or ☐ is not a COUNSELING referral.  
 This referral ☐ is or ☐ is not a CBIS/TIER 2/PREVENTION referral.

Attached to this referral is the permission slip that has to be signed by the parent/guardian. With this referral the school is asking the counselor(s), with parental consent, to interview the student as soon as possible.

This referral is being made due to:  
☐ Dropout Prevention   ☐ Academic   ☐ Behavioral   ☐ Concentration/Off Task  
☐ Sexual Acting Out   ☐ Loss (Death, Divorce)   ☐ Social/Fear Relations  
☐ Mood/Anxiety   ☐ Suicidal/Homicidal Ideation   ☐ Non-Compliance

Referring Party Signature: \_\_\_\_\_ Date: / /

The counselor(s) for this school year will be: the practice of Kurt LaRose MSW LCSW and his assignee, Paul Peavy LMHC.

### School Counseling Services Office & Contact Information

220 John Knox Rd., Ste. 4a, Tallahassee, FL 32303  
 CL & TXT: 850.545.2886 OFFICE: 850.765.5206  
 Email: [Kurt@TalkisUwant.com](mailto:Kurt@TalkisUwant.com)  
 Web: [www.TalkisUwant.com/school\\_a.htm](http://www.TalkisUwant.com/school_a.htm)



\*School Referral for Counseling Services\* © Copyright 2014 Kurt LaRose, Tallahassee, FL 32303. Permission to reproduce and distribute is granted to all school personnel within Kurt LaRose's counseling services program. All other use is prohibited without written permission.

- SCHOOL REFERRAL FORM, PARENT Permission Slip & FAQ'S - TCSD USE - 2014-2015 -

<< End School Referral >>

PARENT/GUARDIAN PERMISSION and PRIVATE RELATE INFORMATION NOTICE FOR  
2014-2015 SCHOOL COUNSELING SERVICES

Dear Parents / Guardian, your child, \_\_\_\_\_, who is in  
the \_\_\_\_\_ grade, has been referred to the school counseling program for  
one or both of the following services:

☐ Counseling ☐ Drop Out/Prevention/Problem Solving

The counseling program occurs during regular school hours. Your child will  
be seen in a group or in individual sessions, either each week and/or will  
participate in certain problem solving activities related to  
counseling/prevention services. Services can only be provided if you give  
permission. Counseling and prevention session information is confidential  
(except in cases of safety related concerns). Counselors who see your  
child have passed criminal background checks and are licensed by the state  
licensing boards. If you agree to allow your child to participate in the  
school counseling services program(s) at school, please complete this  
form, print your name and sign. Return the form to school as soon as  
possible. There are only a certain number of children who can be served  
each week.

I, \_\_\_\_\_ (parent / guardian printed name) agree  
to allow my child \_\_\_\_\_ (child's full name)  
born on \_\_\_\_\_ (DOB) to participate in weekly counseling sessions  
and/or occasional prevention programs for the current academic school  
year.

I understand and agree that my child's protected health information will be  
stored/entered/maintained in a HIPAA compliant, digitally encrypted and password protected,  
secure server. I acknowledge that ONLY the onsite counselor\* (and the private practice of Kurt  
LaRose MSW LCSW) will have access to my child's health information - unless I give my written  
consent for the information to be shared with others. The school, except as noted in the  
following sentence, will not have access to private health information without my written  
consent. For monitoring youth attendance and for re-imbursement from the district, the school and  
the school district will be notified of my child's attendance at each session. I acknowledge and  
agree that youth participation and program administration occurs in the school, is coordinated  
between the school, the onsite counselor, and the private practice of LaRose, involving and using  
available office space necessary for counseling services as arranged in the school with school  
personnel; and I acknowledge and agree that due to these logistics, it is possible for others to  
know of meetings onsite at the school. I understand that ALL SESSION information will not (and  
cannot be) otherwise shared (unless my consent is given and except in certain cases of safety  
where the law may require the information to be released).

Parent/Guardian Sign: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address: \_\_\_\_\_  
Phone1: \_\_\_\_\_ Phone2: \_\_\_\_\_ Other: \_\_\_\_\_

Note: THIS FORM MUST BE RETURNED TO THE SCHOOL. SPACE IS LIMITED. A REFERRAL AND YOUR  
PERMISSION DOES NOT ENSURE AVAILABILITY. THE COUNSELOR WILL ATTEMPT TO REACH YOU AT  
THE PHONE NUMBERS LISTED. Should you need to speak to the counselor, you may contact  
the school and leave a message asking for a return phone call. \*The counselor(s) who  
will be working with your child is/are: the practice of Kurt LaRose MSW LCSW and his  
assignee, Paul Swaney LMHC.

Counseling Services Office & Contact Information:

Office: 220 John Knox Rd., Ste. 1A, Tallahassee, FL 32303  
Phone & Text: 850-545-2885 Office: 850-745-5205  
Email: [Kurt@TalkIfWant.com](mailto:Kurt@TalkIfWant.com) Web: [www.TalkIfWant.com/About-us.htm](http://www.TalkIfWant.com/About-us.htm)



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where Kurt LaRose is providing counseling services. All other use is prohibited without written permission.

- SCHOOL REFERRAL FORM, PARENT Permission Slip & FAQ'S - TCSD USE - 2014-2015 -

<< End Permission Slip >>

# Send my child to a counselor?

It's not uncommon for parents who are considering counseling for their children to have questions. Asking the questions is a good idea; you should know what you're getting your child into and you should have enough information to make an informed decision. Listed below are several "common concerns" that are expressed by parents/guardians and some "other thoughts" that might be helpful in your decision.

## COMMON CONCERNS...

- = People will think my child is "crazy."
- = Everyone will make fun of my child when they find out there's a counselor.
- = Our problems are no one's business.
- = We can solve our own problems.
- = I must be a bad parent if my kid needs counseling.
- = Anyone who thinks my child needs counseling, must have a problem about themselves.
- = Once you start counseling, you never stop.

## OTHER THOUGHTS ...

- = Most children who go to a school counselor will not be diagnosed with any kind of mental disorder. Still, children face problems that require the help of a trained professional.
- = Confidentiality ensures that only authorized people will know about counseling. Unless you tell someone they will not know.
- = Counseling is confidential by law. Prevention services is not counseling; structured problem solving occurs once where counseling is ongoing.
- = This is often very true. Counseling will help your child learn how to solve many problems.
- = Parenting is not always the problem. Children have struggles at home, but they can also have struggles in school.
- = It is the intention of the school to help your child be successful in the classroom. Referrals to counseling are solving problems that appear at school.
- = Counseling will be provided during the school year, and only as long as you believe it is necessary. If your child does not want to participate in counseling, we will not require it – it really is your (and your child's) choice.

I hope that your concerns have been addressed, but if not, please call the school and ask them to have the onsite counselor contact you. Be aware that counseling is only offered one day per week and that space is limited. If you want your child to be seen, please return the permission slip (included with this page) as quickly as possible.

My hope is that counseling will assist your child in many areas: academic, behavior, and social skills. Feel free to contact me at any time.

Kurt LaRose, MSW, LCSW, CHT, CSW Qualified Supervisor  
Counselor, Therapist & Program Administrator

220 John Knox Road, Ste. 4A  
Tallahassee FL 32303  
CL & TX: 850.545.2886  
OFFICE: 850.765.5206  
FLORIDA Lic. SW #9297

**PRINT & SIGN**

**GO TO PERMISSION**

**GO TO REFERRAL**

**GO TO WEB**

Send My Child to a Counselor? © Copyright 2014-2015, Kurt LaRose, Tallahassee, FL 32303. Permission to reproduce and distribute is granted to all schools personnel to have Kurt LaRose in reaching ongoing services. All other use is prohibited without written permission.

• SCHOOL REFERRAL FORM, PARENT Permission Slip & FAQ'S - TCSD USE - 2014-2015 •

<< End Send My Child to a Counselor? >>

## EVALUATION INSTRUMENTS

The following pages include information related to the assessment instruments for the Counseling Services Program. The following three instruments do not factor student grades, student attendance, service provision breakdown, individual/group/family sessions, or demographic data in the assessment process. This data is tracked via multiple methods, thus no single form is referenced herein.

### Personnel Evaluation Form

School:

Dates of Service:

Evaluation form deadline:

The questions below are related to the counseling services that were provided during the year, by Kurt LaRose. Please answer these questions. This information is anonymous, but should be returned to the administrator. This information will be used to determine if the program was beneficial to the school. School District with needed information. Thank you.

The counselor was professional:  
personnel:

0 1  
Unable Strongly  
To Answer Agree

COMMENT

The counselor was professional:

0 1  
Unable Strongly  
To Answer Agree

COMMENT

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different. Please see the  
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more information.**

ive with school

4 5  
Disagree Strongly  
Disagree

ive with the students:

4 5  
Disagree Strongly  
Disagree

The counseling program appeared to run smoothly:

0 1 2 3 4 5  
Unable Strongly Agree Somewhat Disagree Strongly  
To Answer Agree Disagree Disagree

COMMENT

The youth who were served by the program improved throughout the year:

0 1 2 3 4 5  
Unable Strongly Agree Somewhat Disagree Strongly  
To Answer Agree Disagree Disagree

COMMENT

The youth who were served by the program worsened throughout the year:

0	1	2	3	4	5
Unable	Strongly	Agree	Somewhat	Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The counseling program was helpful to school personnel:

0	1	2	3	4	5
Unable	Strongly	Agree	Somewhat	Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The counseling program is needed at this school this year:

0	1	2	3	4	5
Unable	Strongly			Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The counseling program

0	1			4	5
Unable	Strongly			Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The counselor was accepted by teachers, administrators,

0	1			4	5
Unable	Strongly			Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The "Intro to Counseling Services Seminar" at the beginning of the year, and the "Counseling Services Wrap-up Seminar" at the end of the year were helpful:

0	1	2	3	4	5
Unable	Strongly	Agree	Somewhat	Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

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I would like the Counseling Services program to add a one-day workshop addressing "The Issues of Escalating and De-escalating Behavior in the Classroom":

0	1	2	3	4	5
Unable	Strongly	Agree	Somewhat	Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The counselor made sure to keep the whereabouts of the youth monitored each week:

0	1	2	3	4	5
Unable	Strongly	Agree	Somewhat	Disagree	Strongly
To Answer	Agree				Disagree

COMMENT

---

The counselor was pr  
other forms of commu

0	1
Unable	Strongly
To Answer	Agree

COMMENT

---

I would recommend th

0	1
Unable	Strongly
To Answer	Agree

COMMENT

---

I would recommend th  
needed for the program

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more information.**

the use of email, and in

4	5
Disagree	Strongly
	Disagree

ture:

4	5
Disagree	Strongly
	Disagree

that you think are

I would recommend that the program discontinue (list aspects of the program that you think are not needed or that are unnecessary):

---



---

Other Comments:

---



---

<< End Personnel Evaluation Form >>

### Youth Exit Interview

NOTE: The following questions are those that are asked of each youth in the exit interview. These questions are asked in an open-ended format in face-to-face interviews.

- What did you like about counseling?
- What did you dislike about counseling?
- What did you find hard about counseling?
- What would you like to see changed next year in counseling?
- What would you like to see stay the same next year?
- Did you learn anything about yourself?
- If you could say anything to the people who created / developed the counseling program, what would that be?

<< End Exit Interview Questions >>

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## COUNSELOR RATING INDEX OF PSYCHOSOCIAL FUNCTIONING (PRE and POST INTERVENTION)

The "counselor rating index" (CRI) is comprised of a program specific 6-point Likert response set, developed in relationship to the Global Assessment of Functioning GAF Scores, commonly used by U.S. mental health professionals. GAF is outlined in the Diagnostic and Statistical Manual of Mental Disorders, published by the American Psychological Association (DSM-IV TR, 2003, p. 34). It is important to note that the CRI is not a replacement for the GAF, but rather a trimmed and used. GAF categories are listed below in the left hand column) for an equitable comparison with the CRI. The GAF Scale is highlighted below:

### Counselor Rating Index

5 = Excellent Psycho-Social Functioning  
4 = High Psycho-Social Functioning  
3 = Psycho-Social Limitations Evident  
2 = Low Psycho-Social Functioning  
1 = Minimal Psycho-Social Functioning  
0 = Other intervention indicated

Psychosocial functioning addressed in the provision of mental health services. Scores are not used if the scores (GAF or CRI) are low. Biological variables are useful in assessing psychosocial functioning that are used to do so. For the assessment variable measured, psychosocial functioning were measured pre

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more information.**

### Functioning Scale

"Minimal Symptoms"  
"or" "Mild Symptoms"  
"or" "Moderate Difficulty"  
"or" Reality Testing"  
"or" Major Impairment"  
"or" "Severe and Persistent Danger"

in the provision of mental health services, even if the scores are low. Situational and environmental variables are not the only variables used in the assessment; rather the degrees of

The CRI was developed by Kurt LaRose, MSW for the sole purpose of program evaluation for the Counseling Services Program.

<< End CRI >>

**2014-2015 AGREEMENT FOR THE SCHOOL COUNSELING  
SERVICES PROGRAM**

THIS IS AN AGREEMENT ENTERED INTO BETWEEN KURT LaROSE AND TAYLOR COUNTY SCHOOL DISTRICT FOR THE PURPOSES OF PROVIDING PSYCHOTHERAPY/COUNSELING SERVICES TO STUDENTS AT STEINHATCHEE SCHOOL, and other schools in PERRY. THE DATE OF THIS AGREEMENT BEGINS ON AUGUST 19, 2014 AND ENDS ON JUNE 15, 2015.

**KURT LaROSE and/or THE COUNSELING SERVICES PROGRAM OPERATED UNDER LaROSE, AGREES TO PROVIDE THE FOLLOWING SERVICES:**

1. Two days of counseling services to the District in general, totaling no more than 18 clock hours, as specifically described and as divided by:
  - a. Seven (7) clinical hours in one day of counseling services per week to students at Steinhatchee School and
  - b. Seven (7) clinical hours in a second day of counseling services per week to students who attend as many as four other schools in Perry (Taylor County Elementary, Taylor County Middle, Taylor County High and TTI).
  - c. A clinical hour lasts 40 to 50 minutes.
  - d. Up to four (4) additional hours each week (set at two hours per day), of consultation and mediation with therapists, parents, guardians, teachers, counselors and TAYLOR COUNTY SCHOOL DISTRICT staff, including treatment planning, assessment, school related meetings, record keeping, and commuting time from Tallahassee to STEINHATCHEE and from Tallahassee to Perry.
2. All requests for clinical input and opinions made by TAYLOR COUNTY SCHOOL DISTRICT will be provided as a part of the terms of this agreement, not to exceed the total weekly hours as described in section 1; the daily maximum number of hours in this agreement equals a total of nine (9); hours not used in day one cannot be carried over to day two.
  - a. Services that are requested by TAYLOR COUNTY SCHOOL DISTRICT, requiring hours in excess of nine (9) per day, will be offered at a rate of eighty-five dollars (\$85) per hour and billed to

TAYLOR COUNTY SCHOOL DISTRICT in addition to the daily rate of \$450.00.

3. To develop treatment plans for every student who receives counseling services; treatment plans will be developmentally appropriate and designed to assist students and may be assigned to youth individually and/or collectively depending on the needed intervention.
4. Progress reports will be provided to the school upon request, explicating general information about all students' responses to counseling services. Specific progress reports on individual children cannot be provided without the written and expressed permission of the child's parents/guardians and/or without the expressed assent of the particular youth.
5. To retain student-counseling records for a minimum of three years, the term for which will commence upon the termination of this agreement. The retention of records will be extended beyond three years, if it is mandated by law, the standard of care, or at the option and discretion of LaRose.
6. To provide a 20 - 30 minute "Introduction to Counseling Services" seminar for the staff at STEINHATCHEE SCHOOL and to the staff at the Perry schools (Taylor County Elementary, Middle, High, and Taylor Technical Institute), preferably to occur at the commencement of this contract. The seminar will be provided one time, at the request of the school.
7. In the event an introductory seminar cannot be arranged at the school, the school district and/or school administration agree to advise its staff to review certain website information regarding school counseling services. The specific website URL's will be disbursed to school staff via school memo, email, or letter, authorized by the principal and disbursed by the secretarial support staff. School personnel will be asked to watch the online tutorial about the School Counseling Program at:  
[http://www.talkifuwant.com/school\\_counseling\\_program\\_intro.htm](http://www.talkifuwant.com/school_counseling_program_intro.htm) or on youtube at:  
<http://www.youtube.com/watch?v=Tf32PYR3Sc4#t=11>

8. All forms to the school for referral recommendations and permission slips that are sent to the parents for each referred youth.
9. To gather and store data that can be used to evaluate counseling services with certain evaluation instrument(s); data gathering may/may not include program summaries due to time and budgetary constraints (prior year evaluation information can be found on the web: [http://www.talkifuwant.com/school counseling program intro.htm](http://www.talkifuwant.com/school_counseling_program_intro.htm)). The data gathering instrument(s) will be disbursed to appropriate staff, involved school personnel, counselors and participating youth.

**TAYLOR COUNTY SCHOOL DISTRICT AND THE SPECIFIC SCHOOL(S)  
WHERE COUNSELING SERVICES ARE CONTRACTED AGREE TO PROVIDE:**

1. A start date for service delivery at the school, where services begin onsite within three weeks of the first day of classes held at the school.
2. Space where weekly counseling services can be confidentially provided, such as a room that will accommodate individuals and small groups, at STEINHATCHEE SCHOOL and each of the Perry schools.
3. A referral list of students to be assessed (as determined by the school district) for counseling and prevention services with signed referral forms and signed permission slips along with necessary contact information (such as class schedules, teacher names and telephone extensions).
4. Confidential student records for all students who are referred to and receiving counseling services, as long as a release of information is provided to the school, signed by the appropriate legal guardian.
5. Payment in the amount of \$450.00, payable to Kurt LaRose MSW LCSW for the hours of services that are provided to TAYLOR COUNTY SCHOOL DISTRICT, not to exceed nine (9) total hours for each contracted day of service. Payment will be made in a timely manner, for each day LaRose and/or his assignee is at the school,



consistent with the terms of this agreement, and in accordance with the routine payment processes of THE SCHOOL DISTRICT. Payment for services is not to extend past 30 days from the date of the monthly invoices.

**BOTH TAYLOR COUNTY SCHOOL DISTRICT (AND ANY SCHOOL WHERE SERVICES ARE PROVIDED) AND THE SCHOOL COUNSELING SERVICES PROGRAM AGREE THAT:**

Additional days of counseling should be considered according to program outcomes and according to the student body population size. Generally, it is unnecessary to provide more than one day of counseling services at a school when the school population is less than 150 students and when the referral ratio is 10% (or less) of the student body population. Schools who refer more than 15 youth to be seen in one day of counseling services, should add an additional day of counseling services, to effectively meet individual and group needs.

For each day where the School Counseling Services Program provides counseling services, the onsite provider will decline referrals that exceed what has been outlined in the "PROPOSAL FOR THE SCHOOL COUNSELING SERVICES WITH TAYLOR COUNTY SCHOOL DISTRICT at STEINHATCHEE SCHOOL and at TAYLOR COUNTY ELEMENTARY, TAYLOR COUNTY MIDDLE SCHOOL, TAYLOR COUNTY HIGH SCHOOL and TAYLOR TECHNICAL INSTITUTE" document. Caseload limitations have been established consistent with what is imperative to effect and maintain standards of care, ethical treatment considerations, treatment efficacy, and other essential caseload manageability issues (such as data management in the secure server, set up time, travel between schools, etc.). In the event the onsite provider accepts a number of referrals that are greater than 16, the program supervisor and administrator (LaRose) will contact the district office, the school principal, and the onsite provider to arrange for a caseload reduction.

**ADD ON SERVICES:**

"Add-On Services" are offered, to the district to address needs and interests of teachers, students and parents. Details of each add-on service, its accompanying title and fee is listed below.

LaRose and/or his assignee will provide selected add-on services at logistically appropriate dates and times in accordance and in agreement with the school. Add-on services are billed over the course of the entire contract, by averaging out the total add-on amount due over the course of the total number of months that this contract is in effect. Add-on billing averages are in addition to the daily contract rate for counseling services, and will appear on the monthly invoice as "Add-On Service: Title Here (ie: Additional Day of Service or Professional Development Seminar Title)." The dates and times of service will be listed in the description of the invoice.

By checking each Add-On that TAYLOR COUNTY SCHOOL DISTRICT chooses to utilize with a "yes" the School District also indicates with an "x" if it chooses the annual option or if it chooses a certain number of times that an Add-On is requested. The appropriate signing School District Representative initials the acceptance or refusal of Add-On services below:

[PLEASE SEE THE NEXT PAGE FOR ADD-ON SERVICES CHART]

--	--

Add-On Title	Add-On Description	Target Groups	Time Frames	Cost	"Yes" or "No" & Initials
SODAS: Problem Solving Using a Structured Tool that Empowers Educators and Students	SODAS is explained, modeled, and practiced targeting the Drop Out Prevention TIER II goal.	Teachers	4 hours	\$1725	__Yes __ No Initial __ Yearly or __ # of Sessions
1 Additional Day in the School District (Elementary, Middle, and High School)	See Counseling Services Program Proposal	Students	1 Additional Day Per Week	\$450 Per Day	__Yes __ No Initial __ Yearly or __ # of Sessions
Why do Professionals Take Things so Personally!?!?!?	Separating the Personal Self from the Professional Self: The Teacher / Student Relationship in Context	Teachers	1 Day (8 total hours)	\$2350 Per 8 Hours	__Yes __ No Initial __ Yearly or __ # of Sessions
4 Hour Professional Development	As agreed upon between district / ESE administrators and school counseling program	District Preference	½ day; single block (4 consecutive hours)	\$825	__Yes __ No Initial __ Yearly or __ # of Sessions
Anger Management	Helps students (up to 10 per session) with anger and aggressive issues. Includes presentations, appropriate expressions, inappropriate contrasts, and role-plays.	Students (Referral Only)	2-4 Hours – 3 times per year (max = 10 students per session)	\$1,550 Yearly or \$650 per session (10 youth)	__Yes __ No Initial __ Yearly or __ # of Sessions
Conflict Resolution	Provides sessions where conflicts between youth can be resolved – addresses ongoing historical problems between peers and/or in crisis situations.	Students	2 Hour Sessions	\$95 Per Session (2 Youth)	__Yes __ No Initial __ Yearly or __ # of Sessions
Peer Counseling	Provides information to youth and staff about peer counseling programs with an in-service seminar on student/staff applications in the school setting	Students / Staff	2-4 Hours – 3 times per year (max = 10 students per session & staff)	\$1,550 Yearly or \$650 per session (10 youth)	__Yes __ No Initial __ Yearly or __ # of Sessions
Bullying: perpetrators, victims, and alternatives	Peer reviewed literature review. Power point presentation. Role plays & Modeling. Psycho-drama and Q & A.	Personnel	6 hours 1 Day	1,550 Per Day	__Yes __ No Initial __ Yearly or __ # of Sessions
De-escalating & Redirect in the	Helps staff improve classroom behavior while	All Teachers	4 Hours – 2 times per year	\$1,950 Yearly	__Yes __ No Initial

Classroom	reducing student referrals. Includes statistics, research, power point presentation and role-plays.	And Support Staff			<input type="checkbox"/> Yearly or <input type="checkbox"/> # of Sessions
Good Touch / Bad Touch®	Age appropriately presented related to touch between youth and others; the program is DOE approved. Includes presentation and role-plays.	Students	3 Hours – 2 times per year	\$1,550 Yearly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="checkbox"/> Yearly or <input type="checkbox"/> # of Sessions
EAP-2 Services	Intervention addressing various clinical concerns related to school personnel and issues that impact job performance and who are at risk of termination.	All Personnel (Referral Only)	2 Hours Per Week (up to 72 hours annually)	\$3,950 Yearly Or \$85 Per Session	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="checkbox"/> Yearly or <input type="checkbox"/> # of Sessions
The evolution of gangs in school settings	"Gang Think: How to address the bonds that destroy from a strengths perspective."	Organizations and/or Individuals	4 Hours – 2 times per year	\$2,250 Yearly (Up to 25)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Initial <input type="checkbox"/> Yearly or <input type="checkbox"/> # of Sessions

#### ADDITIONAL STATEMENT OF AGREEMENT:

Counseling services will be provided during regular school days and during regular school district hours of operation at STEINHATCHEE SCHOOL and the other 4 Perry schools. This agreement shall remain in force for the 2014-2015 academic school year.

Either contractual party (TAYLOR COUNTY SCHOOL DISTRICT or Kurt LaRose and the school counseling services program) may terminate this agreement by providing a written notice at least thirty (30) days in advance of ending services, unless such termination is prohibited, such as in the case of acceleration (see "ACCELERATION FOR NON-PAYMENT").

Kurt LaRose and/or his assignee, agree to perform all counseling duties as outlined herein. Counseling services will be provided in accordance with all applicable federal and state laws, in conjunction with the highest standards of care that are acceptable and known to the clinical social work profession. Kurt LaRose and/or his assignee agree to demonstrate clinical competence and to exhibit ethical standards of conduct as set forth by the National Association of Social Workers and its regulatory and governing Code of Ethics. The Code of Ethics may be accessed online at: <http://www.socialworkers.org/pubs/code/code.asp>

If TAYLOR COUNTY SCHOOL DISTRICT believe that the NASW Code of Ethics has been violated during the course of this agreement, a complaint may be registered with the NASW, requesting a Professional Review:

NASW  
750 First Street, NE  
Suite 700  
Washington, DC 20002-4241

NASW Florida Chapter  
1931 Dellwood Drive  
Tallahassee, FL 32303

#### **ACCELERATION FOR NON-PAYMENT:**

If at any time the payment terms of this contract are not being adhered to by the district, and payment ever becomes 45 days past due, the Counseling Services Program and Kurt LaRose will accelerate the billing terms of the entire contract and full payment will be immediately payable and due. Acceleration means that any dates of service that would normally be provided to the district under this contract, that have not already been billed for, will become billable days at the full daily rate - as if the services were already provided. If an acceleration invoice is sent to the district prior to a written notification of intent to terminate this contract, a subsequent notice to terminate will not release the district from being responsible to pay the accelerated amount. The school district agrees to pay any and all accelerated amounts within 30 days of the accelerated invoice. Acceleration does not release either party from fulfilling its contractual obligations for daily services, at the daily rate. In the event acceleration occurs, the Counseling Services Program agrees to provide the district the equivalent number of days of counseling, figured by dividing the daily rate into the total accelerated amount.

#### **OTHER PROVIDERS:**

LaRose and the School Counseling Services Program cannot promise exclusive availability of LaRose as the onsite provider of services to the district/school. As such, another similarly trained provider will serve as an agent of LaRose in providing the day-to-day counseling services. Alternative provider(s) operate as sub-contractors of LaRose, whereby LaRose is the program administrator,



program evaluator, contract manager, clinical consultant - indirectly overseeing all aspects of the service delivery to the district and the school.

#### **CONTRACT PREFERENCES, COST ESTIMATES, AND TOTALS:**

Daily counseling services in the school. The total number of days, each week, which the TAYLOR COUNTY SCHOOL DISTRICT contracts with LaRose for services, is TWO<sub>(1)</sub> day(s). The maximum number of weeks where services will occur in the district is 35<sub>(2)</sub>. The total number of days for the 2014 - 2015 academic year may not exceed a total of 70 days of service during course of the academic school year. The preferred days of service each week will be: as scheduled with the schools (Mon, Tues, etc.). The total annual cost allowable for daily counseling services, under this agreement, is maximized at \$31,500, excluding any add-on terms, and/or hours that are billed for days that exceed the daily maximums of 9. The maximum dollar amount for the year that the district is contracting (excluding any excesses as indicated above) should at least equal the number of days per week<sub>(1)</sub> multiplied the number of weeks per year<sub>(2)</sub> x the daily rate. *The maximum allowable cost per year noted herein, covers only the services that are requested in this contract year; any other service that the district may request subsequent to this agreement, would constitute a separate agreement with separate costs, and add-on costs - if/when applicable - are not included in the maximum.*

Other Add-on Services. The TAYLOR COUNTY SCHOOL DISTRICT has indicated in the "Add-On Services" section of this agreement its preference for additional professional services, exceeding those provided as daily counseling services. The annual cost of the chosen Add-On Services is \$\_\_\_\_\_ (enter number here, as selected; please see "Add-On Services" section with appropriate check marks to calculate total annual amount.

Retainer Fee. This contract does not offer a retainer fee for specific onsite providers. It is understood that LaRose agrees to provide the appropriately trained and licensed professional who will work under LaRose, as the onsite provider. Background security clearance, state licensure, liability insurance coverage, and all other program components will be provided to the district, by the



onsite provider and the School Counseling Services Program, prior to the first day of service delivery at the named school.

**AUTHORIZED SIGNATURES:**

Both parties have read this agreement, and both parties agree to the terms herein by willingly signing the AGREEMENT FOR THE COUNSELING SERVICES PROGRAM. Kurt LaRose and TAYLOR COUNTY SCHOOL DISTRICT attest, with their representative signatures below, that this contract has been read, understood, and accepted in its entirety, and both contractual parties acknowledge receipt of a signed copy of this agreement.

(Authorized Signatures summary is on the preceding page)

**SIGNED:**

\_\_\_\_\_  
Kurt LaRose, MSW, LCSW, CHT  
CSW QUALIFIED SUPERVISOR  
220 John Knox Road Ste. 4A  
Tallahassee, Florida 32308  
CL & TX: 850-545-2886  
OFFICE: 850-765-5206

\_\_\_\_\_  
Date

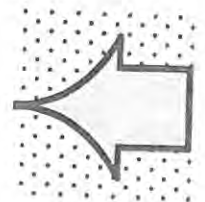
\_\_\_\_\_  
TAYLOR COUNTY SCHOOL DISTRICT  
318 North Clark Street  
Perry, Florida 32347  
850-838-2536

\_\_\_\_\_  
Date

**Paul Dyal, Superintendent**

\_\_\_\_\_  
Printed Name

TAYLOR COUNTY SCHOOL DISTRICT  
Authorized Representative



<< End Agreement for Counseling Services >>

Agenda Item Number 8.01  
(# 7.)

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

Date Submitted 09/26/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Sam Stalnaker-Career Pathways Coord.

Name of document placed on agenda: Agreement with Suwannee-Hamilton

Summary description regarding this action item:

Career Pathways Agreement with District School Board

of Taylor County High School and Suwannee-Hamilton

Technical Center

Signatures Required

Yes ☒ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

TCSB # 0607-3

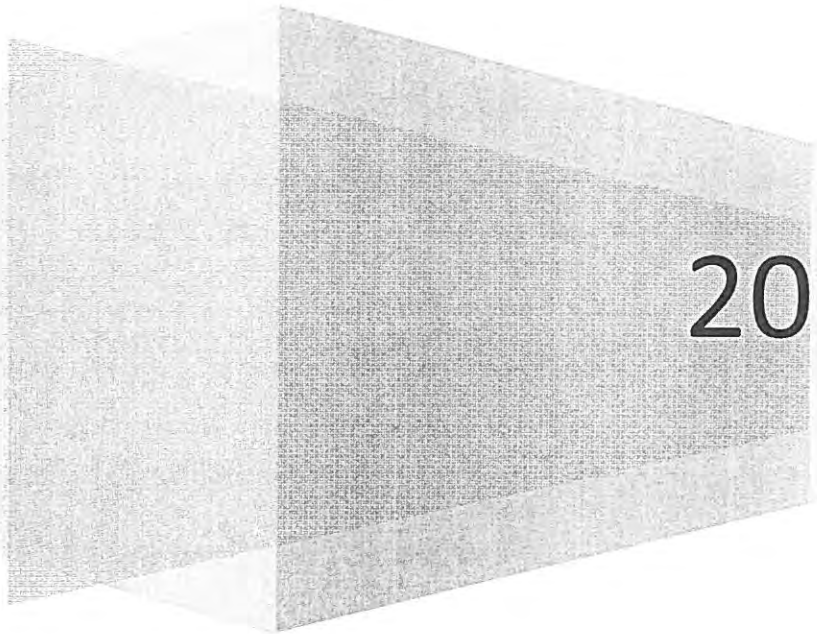
SUWANNEE-  
HAMILTON  
TECHNICAL CENTER



# Suwannee-Hamilton Technical Center

## ***Career Pathway Agreements with District School Board of Taylor County***

**Career Pathways: High Schools & Suwannee-Hamilton  
Technical Center**

A large, textured, 3D rectangular block, possibly representing a book or a folder, with a light gray, woven fabric-like texture. It is positioned on the left side of the page, partially overlapping the text '2014-2015'.

**2014-2015**

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Career and Technical Education .....	2
Suwanee-Hamilton Technical Center Agreement .....	4
Signature Page .....	6

**Career and Technical Education  
Suwannee-Hamilton Technical Center & District School Board of Taylor County  
Career Pathways Articulation Agreement  
2014-2015**

Articulation is a method of granting Post-Secondary Adult Vocational (PSAV) clock hours earned while completing a Secondary Career and Technical Education course learning and skills accomplished as part of secondary school instruction. Each school district and Suwannee-Hamilton Technical Center (SHTC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

SHTC will work with the school district to establish Career Pathways to serve Career and Technical Education (CTE) students. Additional agreements may be developed during the year, and this agreement will be amended as those agreements are completed.

**Student Qualifications**

Students must meet all SHTC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 3.0 (on a 4.00 scale) or better.
2. Completion of Suwannee-Hamilton Technical Center placement testing requirements.
3. Must be a graduate from secondary school no more than 18 months prior to enrollment at SHTC.
4. Enrollment in a certificate program appropriate to the PSAV clock hours shall be awarded upon completion of the program's entrance examination (if required) or verification of an industry certification earned (prior to enrollment).

**Procedure**

1. Secondary school guidance departments shall provide evidence of program completion and additional requested information to the SHTC's Career Pathways contact. Evidence may include: official student transcripts, student report cards and/or applicable nationally recognized industry certifications.
2. SHTC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the secondary school guidance department contact informing students of the Career Pathway articulation agreement opportunities.
3. High school credit earned under this articulation agreement will be entered into the student's record after the student has completed 150 PSAV clock hours in the program in which the certificate is to be awarded

4. Comprehensive exams may be completed by students who have not earned the industry certification associated with the program of study.
5. A letter grade for the course will be assigned by the Suwannee-Hamilton Technical Center based on the student's performance on the student competency exam.

### **Conditions of Agreement**

1. District School Board of Taylor County faculty members and SHTC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. District School Board of Taylor County and SHTC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. District School Board of Taylor County and SHTC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. SHTC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either District School Board of Taylor County or Suwannee-Hamilton Technical Center through providing thirty (30) days' notice. In the event of a termination, both agencies agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at SHTC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Director, Suwannee-Hamilton Technical Center; Coordinator of Career and technical Education, District School Board of Taylor County; the North Florida Career Pathways Coordinator and others as so designated.



High School Career Pathway	Associated Industry Certification	SHTC Program of Study/ Certificate	Assessment	Articulated Credit
<b>Web Development - 9001100</b> 8207310 Introduction to Information Technology - OCP A 9001110 Foundations of Web Design OCP B 9001120 User Interface Design OCP C	<b>MICRO069</b> – Microsoft Office Specialist <b>ADOBE010</b> – Dreamweaver <b>ADOBE011</b> - Flash <b>ADOBE012</b> - Photoshop	<b>Administrative Office Specialist – PSAV</b> <b>Medical Administrative Specialist – PSAV</b>	Completion of the high school program of study. Student must receive a grade of "B" or better in each class in the Technical Core and must successfully complete all academics with an overall GPA of "C" or higher.	OTA 0040 Inf Tech Asst (150 hours) OCP A

**IN WITNESS WHEREOF**, the District Board of Taylor County, Florida and The District School Board of Suwannee County, and the Director - Suwannee-Hamilton Technical Center, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent,  
District School Board of Suwannee County

\_\_\_\_\_  
Date

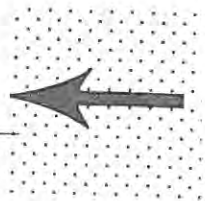
\_\_\_\_\_  
Chair, District School Board of Suwannee County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Suwannee-Hamilton Technical Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, District School Board of Taylor County



\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairt, District School Board of Taylor County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator, Career & Technical Education,  
District School Board of Taylor

Agenda Item Number 8.01  
(# 8.)

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

Date Submitted 09/26/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Judy Johnson - Director - TTI

Name of document placed on agenda: Art. Agmt/Florida Gateway College

Summary description regarding this action item:

Career Pathway Articulation Agreement between

Florida Gateway College and Taylor County School Board

Academic Year: 2014-15

Signatures Required

Yes ☒ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

TCSB # 0607-3

# **CAREER PATHWAYS ARTICULATION AGREEMENT**

**Florida Gateway College**

**And**

**Taylor County School Board**

**Academic Year: 2014-15**

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## **Articulation Agreement Programs of Study**

In a continuing effort to provide career opportunities for secondary school students in Career Pathways programs to progress into Florida Gateway College (FGC), the Taylor County School Board and FGC Board of Trustees agree to extend college credit for courses at FGC outlined in this agreement and according to the following requirements.

## **Mechanisms and Strategies for the Development and Promotion of Career Pathways (Technical Preparation) Programs**

### *A. Courses and Programs Offered under this Agreement*

1. Courses to be provided by FGC under this agreement will be mutually agreed upon by FGC and the Taylor County School Board and will avoid unnecessary duplication of existing courses in grades 9-12. Courses and Program offerings will include those listed in the Appendix. Alterations to this list of offerings may be made with mutual consent of FGC and the Taylor County School Board.
2. A student education plan will be developed by the county's Career Pathways Representative in collaboration with the FGC Career Pathways Coordinator for each student applying for Career Pathways credit. In order to develop said plan, the student will present to the county Career Pathways Representative a document of Career Pathways application, which will be continually evaluated for purposes of determining college credits to be applied toward a degree, certificate, or diploma from FGC. The student's stated education objective will be correlated to the FGC program under which said degree, certificate, or diploma falls (i.e. "Objective: to pursue post-secondary study in the area of Criminal Justice.")

### *B. Process for Notifying Students and Parents about Opportunities to Participate in Career Pathways Programs*

1. FGC will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways programs.
2. The high schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the

opportunity to participate in these articulated acceleration programs. Additionally, the high schools will provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

*C. Process for Students to Exercise their Options to Participate in Career Pathways Programs*

1. Students wishing to participate in Career Pathways programs should contact their high school guidance counselors for information about Career Pathways.

*D. Eligibility Criteria*

1. The student must be enrolled in a career-themed course in the appropriate high school Career and Technical Education (CTE) program.
2. The student must be able to demonstrate mastery of high school Career Pathways courses taken (i.e. courses taken with the “CTE program”) with a grade of at least 3.0 (“B”) on a 4.0 scale.
3. Students who remain eligible in progressive years through successfully maintaining the required grade point average (GPA) will continue to be eligible to take the Career Pathways Exam for Credit (CPEC) until the date of their high school graduation.
4. The student must be admitted to FGC within two years from the date of high school graduation, complete the full admissions process and meet other college entrance requirements. The College program must be completed within five (5) years of the date of high school graduation.
5. The evaluation of the assessments, CPEC and/or portfolio, will be accomplished by FGC faculty unless otherwise agreed upon in advance.
6. A minimum CPEC or portfolio score of 80% is considered passing.
7. Articulated credit, including credit for industry certification, will be awarded to students who have declared an A.S. area of study. Credit must be related to the declared A.S. degree program.
8. Industry certification must be current at the time of application for credit.
9. Students enrolled in an A.A. degree program may apply for articulated credit by requesting an exception to the A.S. requirement from the FGC Director of Academic Programs. Requests for credit will be initiated through the FGC Career Pathways Coordinator.

10. The degree track listed on the statewide articulation agreement must be offered at FGC to receive credit through industry certification.
11. The student must present to the FGC Career Pathways Coordinator a completed *Student Request for Career Pathways Credit* form along with a copy of the CPEC award certificate verifying successful completion of the technical course(s) and the results of the Career Pathways assessment.
12. The student must comply with the appropriate placement and course prerequisites of FGC.
13. Career Pathways credits will be awarded and posted to student's FGC transcript of grades upon the successful completion of at least twelve (12) credit hours of college level course work at FGC with an overall GPA of 2.0 ("C") or higher.
14. The high school graduation requirement will be waived for students who complete the required twelve (12) credit hours of college level course work at FGC with an overall GPA of 2.0 ("C") or higher as a Dual Enrollment student.
15. Eligibility of credit will be determined by the Career Pathways Coordinator in conjunction with the Vice President of Occupational Programs and the Office of the Registrar, after a student has submitted a credit request using the *Student Request for Career Pathways Credit* form along with a copy of the CPEC award certificate.

E. *Screening and Monitoring*

1. FGC will make available advising services to Career Pathways students, as for all FGC students. FGC faculty will be available to the high school teacher to ensure that quality of instruction is acceptable to both institutions and will support the student's success.

F. *Instructional Quality, Course Assessment, and Course Equivalence*

1. The Taylor County School Board shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded FGC students.
2. The common assessment for most courses will be the CPEC. The CPEC is usually the final exam for the given FGC course and may be written, performance/portfolio-based, or a combination of these forms of assessment. The CPEC will be developed and evaluated by FGC faculty unless other arrangements are made.



3. The CPEC will be taken by the student upon completion of the high school course(s) equating the college course(s) taken within a “CTE Program” prior to the date of graduation from high school.
4. Credits awarded by CPEC will be appropriately recorded on the student’s official college transcript and will fulfill degree requirements for the appropriate degree program but will not be included in the college GPA.
5. The high school course(s) articulated with FGC will be foundation level technical course(s).

G. *Costs of Career Pathways*

1. Students who receive Career Pathways credits shall be exempt from the payment of exam fees, registration fees, and laboratory fees for those college classes for which they receive credit according to this articulation agreement. This waiver of fees applies only to exams and courses designated in this articulation agreement. Students that choose to challenge exams outside of this articulation agreement will be charged appropriate fees as per FGC’s standard policies.

H. *Program Review*

1. The FGC Career Pathways Coordinator and the county’s Career Pathways Representative(s) will, on an *annual basis*, review and revise existing articulation agreements as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. The FGC Career Pathways Coordinator and the county’s Career Pathways Representative(s) will actively seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

## **Terms of Agreement**

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the appropriate School Board Chairperson and School Superintendent as well as the College President and Board of Trustees Chairperson. Additions and deletions may be made at any time upon the mutual agreement of the College President and the District School Board/Superintendent.

This agreement shall be reviewed annually and shall be in effect starting with the last date of approval, until either party, with thirty days written notice, identifies a need for revision or, with ninety days written notice, intent to terminate the agreement at the end of the school/college term.

**IN WITNESS WHEREOF**, the Taylor County School Board and the FGC Board of Trustees have adopted this agreement and caused it to be executed in accordance with Section 1007.235, F.S., and District Interinstitutional Articulation Agreements.

**Approved:** Taylor County School District

Date Brenda Carlton, Chair, Taylor County School Board

Date Paul Dyal, Superintendent, Taylor County Schools

Date Audie Ash, Principal, Taylor County High School

**Approved:** Florida Gateway College

Date Dr. Athena Randolph, Chair, FGC Board of Trustees

Date Dr. Charles Hall, President, Florida Gateway College

Date Dr. Tracy Hickman, Vice-President, Occupational Programs

Date Pam Murawski, Career Pathways Coordinator

## APPENDIX A

For students participating in a high school CTE Program of  
Nursing Assistant (Acute and Long Care)

Recommended Secondary Courses	FGC Course	Method of Assessment
Health Science 1 and Health Science 2	HSC 0003: Introduction to Health Professions (3 credit hours)	FGC's Career Pathways Exam for Credit (CPEC)

### **Suggested FGC Degree and Certificate Tracks:**

Medical Coder and Biller A.T.D.

Medical Record Transcription A.T.D.

*Please note: These degree tracks are suggested. This articulation agreement by no means guarantees that a student may count the CP credit added to their transcript of grades towards the degrees listed here. A specific course of study must be determined with individual students, within specific departments, and with an academic advisor.*

Agenda Item Number 8.02  
(#1.)

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

Date Submitted 09/26/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Judy Johnson - Director - TTI

Name of document placed on agenda: Amend. to NFCPC Contractural Agmt.

Summary description regarding this action item:

Amendment to Contractual Agreement between TCSD and District

School Board of Madison County on behalf of North Florida

Career Pathways Consortium-Reduction of fees for membership

from \$5,010.94 to \$4,367.22

Signatures Required

Yes ☒ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

**Contractual Agreement Between  
Taylor County District School Board  
And  
District School Board of Madison County  
on behalf of  
North Florida Career Pathways Consortium**

This Contract is between the District School Board of Madison County herein referred to as the fiscal agent, and the Taylor County District School Board. The purpose of this contract is for North Florida Career Pathways Consortium Coordinator to provide Professional/Technical Services to the North Florida Career Pathways Consortium Members in order to implement Consortium activities. This contract shall be effective July 1, 2014 and completed by June 30, 2015, unless agreed to in writing by both parties, and grant period is extended by the Department of Education of the State of Florida.

**Scope of Work:**

The North Florida Career Pathways Consortium consisting of Superintendents, Career and Technical Directors from Madison County School District, Lafayette County School District, Suwannee County School District, Hamilton County School District, Taylor County School District, and Career and Technical Education Coordinator will meet quarterly to:

- a. Arrange and organize quarterly meetings of Consortium members to discuss Career and Technical Education.
- b. Participate in local CTE Advisory Committee functions
- c. Approve locally endorsed CTE programs for non duplication within the Consortium
- d. Convert at least one CTE Program of Study into Career Pathways that lead to industry certifications and/or post-secondary education and aligns with regional workforce and economic needs of business and industry as outlined by the FLDOE required criteria.
- e. Convert CTE Programs of Study into Articulation Agreements that are approved by granting organizations.
- f. Promote CTE programs by working cohesively with guidance services throughout the member area.
- g. Arrange, organize, and/or attend CTE professional development and/or inservice opportunities that are relevant to the CTE faculty for their program area.
- h. Serve as a liaison between secondary/postsecondary CTE institutions and the FLDOE.
- i. Prepare and/or supervise the preparation of all required CTE reports
- j. Compile a detailed budget report of Consortium expenditures for all other participating members of the consortia.

**Deliverables and Outcomes:** The North Florida Career/Pathway Consortium will:

- a. Arrange and organize quarterly meetings of Consortium members to discuss Career and Technical Education as evidenced by announcements, agendas, and minutes of meetings.
- b. Attend and participate in local CTE Advisory Committee functions as evidenced by calendar and leave forms
- c. Compile and maintain on file a list of locally endorsed CTE programs which indicate non duplication within the Consortium
- d. Provide Consortium members their converted CTE Program of Study which leads to industry certifications and/or post-secondary education and is aligned with regional workforce and economic needs of business and industry as outlined by the FLDOE required criteria.
- e. Provide Consortium members with completed written Articulation Agreements that are Board approved by granting organizations.
- f. Communicate with Guidance Departments throughout the consortium offering services which promote CTE opportunities to students as evidenced by written communication, emails, and log of phone calls.
- g. CTE professional development opportunities which are relevant to the CTE faculty for their program areas are arranged, organized, and/or attended as evidenced by calendar and leave forms.
- h. Serve as a liaison between secondary/postsecondary CTE institutions and the FLDOE as evidenced by participation of Differentiated Accountability on-site reviews and follow-up debriefing of DA requirements of CTE programs, including CAPE and STEM academies
- i. Required reports are completed, submitted with a copy on file.
- j. Submit a detailed budget report of Consortium expenditures for all other participating members of the consortia.



**Amendment to:**  
**Contractual Agreement Between**  
**Taylor County District School Board**  
**And**  
**District School Board of Madison County**  
**on behalf of**  
**North Florida Career Pathways Consortium**

This Contract between the District School Board of Madison County herein referred to as the fiscal agent, and the Taylor County District School Board is being amended effective upon approval and signature by the fiscal agent. The purpose of this amendment is to reduce the contracted membership fees for each member school district based on North Florida Community College re-entering the North Florida Career Pathways Consortium as an active member. All previously agreed upon requirements such as: Scope of Work; Deliverables and Outcomes; Hourly Rates Charged; Fiscal Reports and Method of Payment; Intervention of Agreement; and Termination of Agreements shall remain in effect.

Original Membership Fees: \$5,010.94

Amount of Reduction: \$643.72

Amount to be invoiced: \$4367.22

Therefore this contract is being amended IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, set their hands and seal on this the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

**District School Board of Madison County**

**District School Board of County**

\_\_\_\_\_  
Doug Brown, Superintendent

\_\_\_\_\_, Superintendent

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Fain Poppel, Chairperson

\_\_\_\_\_, Chairperson

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Agenda Item Number 9.02  
(# 1.)

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

Date Submitted 09/18/2014 Board Meeting Date 10/07/2016

Date agenda item is due in the Superintendent's Office 09/25/2014

Person submitting the item: Alicia Beshears, TCHS

Name of document placed on agenda: FCA request for Football Field

Summary description regarding this action item:

This is the FCA's request to use Dorsett Stadium for their

annual "Fields of Faith" event. No charge. This is a TCHS

FCA activity.

Signatures Required

Yes ☐ No ☐

Reviewed by:

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

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

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

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

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

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

Superintendent 

TCSB # 0607-3

For Board Approval

## Request To Use Buildings and Facilities

9.02  
(#1.)

Instructions to Applicant. Secure the approval of the Principal. Complete sections I and II of this application form and forward all copies to the Finance Office. Following completion of Section III, the Finance Office will make distribution of copies as follows: Original to the Applicant, first copy to the Principal, and second copy to the Finance Office files.

Date Received in Finance Office: 9-18-14 Request No.: 15-5

### SECTION I

TO: Principal of TCHS, School PERRY, Florida  
I hereby request permission to use buildings and/or facilities in your school as described below and on the dates and hours specified:

Building and/or Facility Desired: TCHS FOOTBALL FIELD

Nature of Use: FCA FIELDS OF FAITH EVENT 2014

Dates and Hours To Be Used: 10/8/14 NOON - 11pm (6-7:30)

Organization Represented: FBC, PERRY FELLOWSHIP OF CHRISTIAN ATHLETES

Billing Address: 102 N. CENTER ST. PERRY FL 32347  
Street or Post Office City State Zip

Telephone Number: 850-584-7066 850-443-8915  
FBC, PERRY RICK PATRICK

Signature of Applicant: Rick Patrick Date of Request: 9/18/14

Required Proof of Insurance is Attached: YES ☒ NO ☐

### SECTION II

Action of Principal:

- a. Recommend Approval : ☒  
b. Recommend Disapproval : ☐

Alicia B...  
Signature of Principal/Designee

Remarks: Spoke/mailed Dan Anderson to confirm open

### SECTION III

Action of Superintendent/Board:

- a. Recommend Approval : ☐  
b. Recommend Disapproval : ☐  
c. Approved : ☐  
d. Disapproved : ☐

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date

The fee for this activity is \$ 0 per hour.

All fees are to be paid to the District School Board of Taylor County, 318 North Clark Street, Perry, Florida 32347. This signed request is to be considered an invoice for payment. PAYMENT IS DUE IMMEDIATELY UPON USE OF FACILITY. Custodial fees are included in the hourly fee.

# DIXIE DISTRICT SCHOOLS

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

9.03  
(#1.)

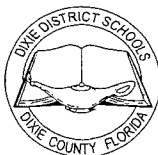
*Our schools will provide a quality learning environment by providing opportunities through educational planning and community partnerships that ensures student success.*

**Chairman of Board**

Timothy Alexander

**Vice Chairman of Board**

Cheryl Pridgeon



**Board Members**

Chuck Farmer

Paul Gainey

Dwayne Rollison

September 15, 2014

George and Kim Hage  
P.O. Box 547  
Steinhatchee, FL 32359

Re: Joshua Hage  
Luke Hage

Dear Mr. and Mrs. Hage:

Please be advised that the above referenced children were approved by the Dixie County School Board at a meeting on September 9, 2014 to attend school in Dixie County, at Dixie County High School. You should be aware that attendance privileges for an out of county student may be revoked at any time by the principal if that student becomes a discipline problem.

The granting of one year's attendance does not guarantee any future year's attendance in the Dixie County School District. Consideration for continued attendance for following years shall be determined at the end of each current school year. Factors for consideration by the School District include, but are not limited to, demands on School District resources, student population, and the student's behavior and attendance record.

Bus transportation for out of county students is permitted as long as space is available. Students who reside in Dixie County will be given first priority for bus services. If your children ride a bus, you are responsible for transportation to and from the nearest bus stop.

Thank you for choosing Dixie District Schools for your children's educational needs! If I can ever be of assistance, please contact my office.

Sincerely,

Mark A. Rains, Superintendent  
Dixie District Schools

MAR/sm

cc: ✓ Taylor County School Board  
Dixie County High School Principal

Agenda Item Number 9.03  
(# 2.)

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

Date Submitted 09/19/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/25/2014

Person submitting the item: Paul Dyal, Superintendent

Name of document placed on agenda: Request to attend Taylor Schools

Summary description regarding this action item:

This is an appeal requested by Deborah Morgan on the Board's

decision to deny her children permission to attend Taylor

schools. I have allowed the student's to continue to attend

Taylor school's until the appeal is heard on Oct. 7.

Signatures Required

Yes ☐ No ☒

Reviewed by:

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

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

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

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

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

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

Superintendent Paul Dyal

TCSB # 0607-3

# REQUEST FOR SCHOOL ZONE OR SCHOOL DISTRICT TRANSFER

To: Mr. Doug Brown, Superintendent  
District School Board of Madison County  
210 NE Duval Avenue  
Madison, FL 32340

Phone (850) 973-5022  
FAX (850) 973-5027

Please present to the School Board the following request concerning the school zone/district transfer of the following student(s) for the current school year. If you are applying for the upcoming school term \_\_\_\_\_ please do so by March 30.

STUDENT NAME	AGE	GRADE	TRANSFER FROM	TRANSFER TO
Samantha morgan	11	6 <sup>th</sup>	madison	Taylor
Emily morgan	9	4 <sup>th</sup>	madison	Taylor

The reasons for this request are: My two daughters have always attend Taylor County Schools

We are residents of Madison County. (If Madison County resident, please give exact directions to your home.)  
from Shadygrove Hwy 14 down to Frank Morgan Rd  
turn right and then we 1<sup>st</sup> place on left

ANY APPROVAL OF ATTENDANCE OUTSIDE OF A STUDENT'S NORMAL ATTENDANCE ZONE IS CONTINGENT UPON THE AVAILABLE NUMBER OF SEATS AT THE REQUESTED SITE FOR OUT OF COUNTY STUDENTS. AT ANY TIME SHOULD FACILITIES OR TEACHERS AT THE RECEIVING SCHOOL BECOME INSUFFICIENT TO HANDLE TRANSFER STUDENTS, TRANSFER STUDENTS MAY BE REQUIRED TO ATTEND SCHOOL IN THEIR NORMAL ATTENDANCE ZONE.

## PARENT/GUARDIAN WILL BE RESPONSIBLE FOR ALL TRANSPORTATION.

We also understand that approval is granted only for the year in which it is requested, as reassignments must be approved annually and that all students are expected to be in school on time each day school is in session and remain until the dismissal bell unless a valid reason exists for leaving early. All students are expected to follow the Code of Student Conduct. Violations may result in a child being returned to his or her zoned school.

Parent/Guardian Debra Morgan  
Mailing Address: 13059 Frank Morgan Rd  
Phone: 850-295-3262

Print Name Debra Morgan  
City, State, Zip Greenville SC 32331  
Date: 8-28-14

If you wish to see a copy of the School Board Policy 2.21 concerning school attendance areas, please make your request at the Superintendent's Office.

Out-of-county school district transfer requests are to be made to both school boards, as any action to approve a request is made pending receipt of approval from the school system the student is transferring to or from.

## DISPOSITION OF REQUEST TO THE PARENTS/GUARDIANS AND SCHOOL PRINCIPALS:

8/29/14 the Madison County School Board /Superintendent ☒ approved/ ☐ denied the above request for the

2014-15 school term. This action is effective for only the school term stated

Doug Brown  
Doug Brown, Superintendent



PERSONNEL RECOMMENDATIONS  
OCTOBER 7, 2014

**RESIGNATIONS AND RETIREMENTS:**

**Retirement:** Virginia Cruce, Purchasing Technician, Position # 900375509, 8H/12M, Finance Office, effective September 30, 2014.

**Retirement:** Lynne Reynolds, Elementary Teacher, Position # 011151102, 7.5H/10M, Steinhatchee School, effective October 16, 2014.

**Resignation:** Megan Carmichael, CD Paraprofessional, Position # 902455102, 7.5H/10M, Steinhatchee School, effective September 29, 2014.

**LEAVES:**

**Leave:** Belinda Wright, ESE Paraprofessional, Position # 902452100, CDC Pre-K, is requesting **21 hours** Bereavement Leave, from September 4, 2014 thru September 8, 2014, due to passing away of her mother.

**Leave:** Belinda Wright, ESE Paraprofessional, Position # 902452100, CEC Pre-K, is requesting **63 hours** Personal (without pay) Leave, from September 9, 2014 thru September 19, 2014, due to passing away of her mother.

**Lump Sum Annual Leave:** Virginia Cruce, Purchasing Technician, Position # 900375509, Finance Office, is requesting payment of **67.25 hours** Annual Leave at **100%**.

**Leave:** Clara King, Secretary, Position # 900376602, 8H/11M, Food Service Department, is requesting **24 hours** Bereavement Leave from September 11, 2014 thru September 16, 2014 due to passing away of her brother.

**Leave:** Amanda Heller, Elementary Teacher, Position # 014151145, 7.5H/10M, Perry Primary School, is requesting **195 hours**, from August 18, 2014 thru September 23, 2014 due to Parental Policy.

**Leave:** Amber Musselwhite, Teacher Aide, Position # 016151171, 7H/9M, Taylor County High School, is requesting **21 hours** Bereavement Leave, from September 2, 2014 thru September 4, 2014, due to passing away of her grandfather.

October 7, 2014

Page 2

**Leave:** Tabitha Gillyard, Head Start Teacher, Position # 900851208, 7.5H/10M, HEAD START, is requesting **2 hours** Illness-in-the-line-of-duty, on September 10, 2014, due to injury to left toe, right foot and right hand when she fell down steps and fell into gate.

**Leave:** Tabitha Gillyard, Head Start Teacher, Position # 900851208, 7.5H/10M, HEAD START, is requesting **1.75 hours** Illness-in-the-line-of-duty, on September 11, 2014, for follow-up on injury that occurred on September 10, 2014

**Leave:** Susan Dall, VE Teacher, Position # 014152216, 7.5H/10M, Perry Primary School, is requesting **52.50 hours** Illness-in-the line-of-duty, from August 25, 2014 thru September 3, 2014 when she slipped on floor hurting her right hip and leg.

**Leave:** Dierdre Crowell, Head Start Teacher, Position # 900851209, 7.5H/10M, HEAD START, is requesting **1.5 hours** Illness-in-the-line-of-duty, on September 11, 2014, when she twisted right knee in the classroom.

**Leave:** Dierdre Crowell, Head Start Teacher, Position# 900841209, 7.5H/10M, HEAD START, is requesting **1 hours** Illness-in-the-line-of-duty, on September 18, 2014, for follow-up on injury that occurred on September 11, 2014.

**INSTRUCTIONAL & NON-INSTRUCTIONAL APPOINTMENTS:**

**Instructional Appointment:** Martha Stefanelli, Elementary Teacher, Position # 003251101, 7.5 H/10M, Taylor County Elementary School, effective September 10, 2014 thru June 5, 2015.

**Non-Instructional Appointment:** Joan Griffin, Secretary II, Position # 011173302, 4H/10M, Steinhatchee School, effective September 8, 2014 thru June 5, 2015.

**Non-Instructional Appointment:** Joan Griffin, Teacher Aide, Position # 011151119, 4H/10M, Steinhatchee School, effective September 8, 2014 thru June 5, 2015.

**Non-Instructional Appointment:** Shana Neal, ESE Teacher Aide, Position #014152101, 7H/9M, Perry Primary School, effective September 24, 2014 thru June 4, 2015.

**Non-Instructional Appointment:** Rhonda Johnson, ESE Teacher Aide, Position # 004152218, Taylor County Elementary School, effective September 5, 2014 thru June 4, 2015.

**Non-Instructional Appointment:** Wendy Ratliff, Food Service Assistant II, Position # 003176613, 6.5H/9M, Food Service Department (TCMS), effective September 29, 2014 thru June 4, 2015.

October 7, 2014

Page 3

**REQUEST TO TRANSFER:**

**Request to Transfer:** Doris Neel, Bus Driver, Position # 900478820, 4H/9M, Transportation Department, is requesting to transfer to Bus Driver, Position # 900478813, 4H/9M, Transportation Department, effective September 9, 2014 thru June 2, 2015.

**Request to Transfer:** April Davis, Bus Driver, Position # 901378681, 2H/9M, Transportation Department, is requesting to transfer to Bus Driver, Position # 900478820, 4H/9M, Transportation Department, effective September 25, 2014 thru June 2, 2015.

**Request to Transfer:** Audrey Williams, Food Service Assistant II, Position # 003176614, 6.5H/9M, Food Service Department (TCMS) is requesting to transfer to Food Service Assistant II, Position # 003276602, 6.5H/9M, Food Service Department (TCES), effective September 29, 2014 thru June 3, 2015.

**Request to Transfer:** Candice Cruce, Food Service Assistant I, Position # 014176607, 3H/9M, Food Service Department (PPS), is requesting to transfer to Food Service Assistant II, Position # 003276604, 6.5H/9M, Food Service Department (TCMS), effective September 29, 2014 thru June 3, 2015.

**Request to Transfer:** Geri D. Foster, Food Service Assistant II, Position # 016176602, 6.5H/9M, Food Service Department (TCES), is requesting to transfer to Food Service Assistant II, Position # 016176606, 3H/9M, (TCHS), effective September 29, 2014 thru June 3, 2015.

**EXTRA HOURS:**

**Extra Hours:** Dan Anderson, Director of Facilities & Maintenance, is requesting up to **200 extra hours, at regular rate of pay**, for Scot Vaughn, from August 1, 2014 thru October 31, 2014, for technology installations and updates district wide. **Funding: 100-8100-160-9031-3711.**

**Extra Hours:** Dan Anderson, Director of Facilities & Maintenance, is requesting **25 extra hours, at regular rate of pay**, for Gary Cottrell, from September 1, 2014 thru December 31, 2014, for cross guard training. **Funding: 100-7800-160-9013-9999**

**Extra Hours:** Audie Ash, Principal, Taylor County High School, is requesting up to **7.5 hours, at regular rate of pay**, for Dara Nix, from September 15, 2014 thru September 19, 2014. Dara will be running an Algebra Boot Camp. **Funding: 420-5100-120-0161-9998**

**Extra Hours:** Cheryl Brantley, Coordinator, CDC Pre-K, is requesting no more than **15 extra hours per week at regular rate of pay**, when needed, for Debra McEwien to help with the Pre-K After- School program during the 2014-2015 school year. **Funding: 100-5500-150-9024-9172**

**Extra Hours:** Kiki Puhl, Principal, Taylor County Middle School is requesting **up to 6 hours, (2 hours each night) at regular rate of pay** for the listed teacher who will be holding Parent Conferences on September 30, 2014, December 2, 2014 and February 17, 2015. **Funding: 420-6300-120-0031-2102**

Janice Anderson  
Chandra Bowden

Jazzmin Austin  
Lauren Busack

Suzanne Bassett  
Jessica Curtis

Audrey Bess  
Jesika Curry

October 7, 2014

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Alfreda Demps	Bobby Eason	Stuart Ely	Christine Fair
Natalie Fuller	Niki Fuller	Bobby Glass	Courtney Gray
David Gray	Yvonne Heartsfield	Leslie High	Wilhemenia Hughes
Charles Jeff Johnson	Ann Joiner	Daniel Joiner	Tommy Joiner
Amber Jones	Mary Ludlum	Heather McCoy	Sally MacNeill
LaRee Manning	Jessica Mathis	Jimmy Mincy	Lori Mixon
Judy Neal	Rachel Poppell	Kasey Roberts	Tracie Singletary
Kenneth Sparkman	Dianna Speas	Shelly Strickland	Dale Thompson
William Tripp	Meridith Upshaw	Erin Whalley	

**Lead Teachers:** Audie Ash, Principal, Taylor County High School is requesting the employees listed as Lead Teachers for the 2014-2015 School Year:

English	Leslie Fletcher	2.5 days
Math	Dara Nix	2.5 days
Science	Patricia Piland	2.5 days
Social Studies	Pam Yates	2.5 days
Electives	Carol Wentworth	2.5 days
Technology	Christopher McDaniel	2.5 days
Testing Coordinator	Sandy Hendry	2.5 days
Attendance/MTTS	Robert Tirelli	2.5 days

**Peer Teacher:** Pam Padgett, Principal, Perry Primary School, is requesting **Patsy Slaughter** as a PEER teacher for **Linda Kallschmidt** and **Laura Gray** as a PEER teacher for **Brandi Webb** for the 2014-2015 school year.

**Peer Teachers:** Kiki Puhl, Principal, Taylor County Middle School is requesting the listed teachers as PEER teachers for the 2014-2015 school year.

Kasey Roberts	for	Daniel Jointer
Niki Fuller	for	Jazzmin Austin
Heather McCoy	for	Stuart Ely

**STIPENDS:**

**Stipend:** Julie Hurst, Principal, Steinhatchee School, is requesting a stipend of \$250.00 each semester, for **Lacy Corbin** who will be a Title I Mentor for Danielle Schroeder during the 2014-2015 school year.

**Funding:** 420-6300-120-0111-2125-15

**Stipend:** Julie Hurst, Principal, Steinhatchee School, is requesting a stipend of \$250.00 each semester, for **Pamela Keller** who will be a Title I Mentor for Charles Currie during the 2014-2015 school year.

**Funding:** 420-6300-120-0111-2125-15

October 7, 2014

Page 5

**Stipend:** Julie Hurst, Principal, Steinhatchee School, is requesting a **\$500.00 stipend each** for listed teachers to serve on Steinhatchee School Technology Team. They will provide documented training and technical assistance to the staff for the 2014-2015 school year. **Funding: 420-6300-120-0111-2125-15**

**K -2 Pamela Keller**

**3 – 5 Jamie Garrett**

**Stipend:** Julie Hurst, Principal, Steinhatchee School, is requesting a **\$300.00 stipend each** for listed teachers to serve on the Steinhatchee School Positive Behavior Support Team. They will provide guidance to faculty and staff on implementation of the school PBS plan for 2014-2015 school year.

**Funding: 420-6300-120-0111-2125-15**

**K-2 Danielle Schroeder**

**3-5 Pamela Keller**

**Stipend:** Kiki Puhl, Principal, Taylor County Middle School, is requesting a **\$500.00 per semester stipend**, for each teacher listed who will be Check and Connect Student Mentors:

**Funding: 100-5100-120-0031-9160**

**Wilhelmenia Hughes**

**Amber Jones**

**Mary Ludlum**

**Sally MacNeill**

**LaRee Manning**

**Heather McCoy**

**Rachel Poppell**

**Kasey Roberts**

**Meridith Upshaw**

**Erin Whalley**

**SUPPLEMENTAL POSITIONS:**

**Supplemental Position Appointment:** Sally MacNeil and William Tripp, N.J. Honor Society, Taylor County Middle School, effective 2014-2015 School Year. Splint Supplement

**Supplemental Position Rescinded:** Andrew Magee, JV Boys Soccer, Taylor County High School, effective 2014-2015 School Year.

**Supplemental Position Appointment:** Toney Powell, JV Girls Basketball, Taylor County High School, effective 2014-2015 School Year.

**Supplemental Position Appointment:** Kiki Puhl, Principal, Taylor County Middle School, is requesting Brett Bassett, be appointed as Assistant Football Coach, for the 2014-2015 School Year.

**Funding: 100-5100-0031-8024 After-School/Safe School**

**Supplemental Position Appointment:** Allison Finley, Junior Class Sponsor, Taylor County High School, effective 2014-2015 school year.

**Supplemental Position Appointment:** Kaitlyn Ortega, Tracy Barnes and Jenny Winters, PROM Assistants, Taylor County High School, effective 2014-2015 school year.

**Supplemental Position Appointment:** Victor Conde, Assistant Football Coach, Taylor County High School, effective 2014-2015 school year.

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**MISCELLANEOUS ITEMS:**

**Travel Pay:** Audie Ash, Principal, Taylor County High School, is requesting **\$125.00 per month** travel allowance for **Lauri Ketring** from August 11, 2014 thru June 4, 2014. She teaches classes at TCHS, TCMS and TTI each day. **Funding: 434-5100-332-0161-2192-15**



2014 -2015  
DISTRICT SCHOOL BOARD OF TAYLOR COUNTY  
INSTRUCTIONAL/NON-INSTRUCTIONAL SUBSTITUTE LISTING  
LISTING # 5 – OCTOBER 7, 2014

<u>NAME &amp; TELEPHONE #:</u>	<u>AREA OF INTEREST:</u>	<u>CERTIFICATION INFORMATION:</u>
<b>BASSETT, BRETT</b> 2401 St. Andrews Drive Perry, FL 32348 <b>850-843-0595</b>	Substitute Teacher Teacher Aide	Certificate # 9900001224 Expires June 30, 2016 HS Diploma Fingerprints Expire 09/10/2019
<b>BROCK, CHRISTINA</b> 169 Shady Oaks Lane Perry, FL 32348 <b>850-672-9021</b>	Substitute Teacher	Certificate # 9900001225 Expires June 30, 2016 Bachelor's Degree
<b>BROWN, LYNDA</b> 618 N. Calhoun Street Perry, FL 32348 <b>850-838-7351</b>	Substitute Teacher Clerical	Certificate # 9900001223 Expires June 30, 2016 HS Diploma
<b>DOWDELL, BESSIE</b> 312 Second Street Perry, FL 32348 <b>850-838-6037</b> <b>850-584-5677</b>	Substitute Teacher Teacher Aide Custodian Food Service	Certificate # 9900001072 Expires June 30, 2016 HS Diploma Fingerprints Expire 09/30/2019
<b>HENLEY, DANA</b> 135 SW 391 <sup>st</sup> Avenue Steinhatchee, FL 32359 <b>352-440-4703</b>	<b>School Bus Aide</b> Teacher Aide	4 hour class completed HS Diploma Fingerprints Expire 05/15/2019
<b>McKINLEY, Keaton Ross</b> 104 Grove Avenue Perry, FL 32348 <b>850-843-1343</b>	Teacher Aide <b>(Coaching Only)</b> (do not call for classroom)	Fingerprints Expire 09/10/2019
<b>MILLER, KAYLA</b> 5175 Bryant Russell Road Perry, FL 32347 <b>850-843-1048</b>	Teacher Aide	Fingerprints Expire 09/17/2019
<b>MYERS, PEGGY</b> 114 E Jones Avenue Perry, FL 32348	<b>DO NOT CALL. REMOVE FROM LIST</b>	

Page 2:

**NAME & TELEPHONE #:**

**AREA OF INTEREST:**

**CERTIFICATION:**

**PATTERSON, GLENDA Y**

105 Marshall Drive

Perry, FL 32347

850-223-1570

Substitute Teacher

Certificate # 9900001158

Expires June 30, 2016

BA Degree

Fingerprints Expire 10/20/2016

**STANLEY-TOWLES, BRITTANY**

6047 Woods Creek Road

Perry, FL 32347

**850-838-7321**

Substitute Teacher

Certificate # 9900001199

Bachelor's Degree

Fingerprints Expire 09/05/2018

**THOMAS, JONI**

1243 Dewey McGuire Road

Perry, FL 32348

**850-584-8747**

Food Service

Clerical

Teacher Aide

HS Diploma / AA Degree`

Fingerprints Expire 09/03/2019

12.04  
(#1.)

**Taylor County  
School District**

# Memo

**To:** Taylor County School Board

**From:** Paul Dyal, Superintendent



**cc:** Jan Walker, Director of Personnel

**Date:** September 22, 2014

**Re:** Recommendation for waiver

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**Board Policy 7.08, Employment of Athletic Coaches who are not full-time employees of Taylor County School Board, must have a substitute teaching certificate as part of the requirements to coach at the secondary level. I am recommending a waiver of this requirement for Jimmy Blair.**

Mr. Blair has been volunteering as an assistant football coach in our district since 2009. Coach Blair served as an assistant coach from 2009-2011 with then Head Coach Shane Boggs. In 20011-2013 he coached with Coach Tanner Jones at Taylor County Middle School. This year at the recommendation of Coach Jones, Coach Blair has been asked to be on the staff as a paid assistant.

To be a non-full-time employee athletic coach, you must be finger printed, drug tested and hold a substitute teaching certificate. I am recommending the substitute teaching certificate be waived for Mr. Blair.

Mr. Blair because of his father's medical problems did not complete high school. He had to go to work to help support his mother and father. Even without a high school diploma, he worked for 41 years in the Distribution and Logistics department at Proctor and Gamble (Buckeye). He is also a certified physical fitness trainer.

Jimmy Blair has no interest in working as a substitute teacher. His passion is helping coach football and working with the athletes in their summer weightlifting and conditioning program. Mr. Blair has completed all requirements for appointment except the substitute teaching certificate.

I recommend Jimmy Blair for appointment as an assistant football coach at Taylor County High School for 20014-2015 school year.

If you have any questions or concerns, please call me or come by and see me.

Thanks.

12.13  
(#1.)

**TAYLOR DISTRICT SCHOOLS, TAYLOR COUNTY, FLORIDA**

**TRANSPORTATION DEPARTMENT**

1004 E. Bay Street

850-838-2505

Perry, Florida 32347

**TO: Paul Dyal, Superintendent of Schools**

**FROM: Keith Johnson, Transportation Coordinator**

**DATE: September 23, 2014**

**SUBJECT: Request for Approval to Establish 4 Bus Drivers Positions  
for after School Program**

**Request to establish 4 bus drivers for the 2014-2015 After School  
Program.**

**SES Funding Code is 100-7800-160-9013-9926.**

A handwritten signature in black ink, appearing to read "Johnson", with a long horizontal stroke extending to the right.

**KRJ/tw**

Agenda Item Number 12.17  
(#1.)

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

Date Submitted 09/29/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/26/2014

Person submitting the item: Paul Dyal, Superintendent

Name of document placed on agenda: Suspension w/o pay

Summary description regarding this action item:

I am recommending employee position# 900478843, 4H/9M Bus

Driver be suspended without pay for 5 days starting

Wednesday, October 8, 2014 Thru Tuesday, October 14, 2014

violation of TCSB Policy 7.29 Employee Code of Conduct and

State Board of Education Rule 6A-10.081, Principles of

Professional Conduct for the Education Profession in Florida

Signatures Required

Yes ☐ No ☒

Reviewed by:

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

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

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

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

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

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

Superintendent Paul Dyal

TCSB # 0607-3



Agenda Item Number 18.01  
(#1.)

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

Date Submitted 9-26-14

Board Meeting Date 10-7-14

Date agenda item is due in the Superintendent's Office 9-26-14

Person submitting the item: Eric B. Scott, Director

Name of document placed on agenda: Policy Council Meeting Packet of September 15, 2014.

Summary description regarding this action item:

Acknowledge The Head Start Policy Council Meeting Packet of September 15, 2014.

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Signatures Required

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

Reviewed by:

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

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

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

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

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

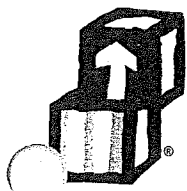
The action described above is provided for and is consistent with relevant Federal programs and the Board approved School Improvement, Instructional and Curriculum Plans.

Superintendent \_\_\_\_\_

**TAYLOR COUNTY HEAD START  
POLICY COUNCIL MEETING  
MONDAY, SEPTEMBER 15, 2014  
12:00 NOON  
HEAD START ANNEX**

**AGENDA**

1. Call to Order
2. Roll Call
3. Declaration of Quorum
4. Prayer and Pledge
5. Adoption of Agenda
6. Approval of Minutes from August 4, 2014 Meeting
7. Director's Report
8. Approval of Jodi Shipman, Teacher, Steinhatchee Center
9. Approval of Memorandum of Agreements
  - Agreement Between the Taylor County Head Start Program and the Florida State University Multidisciplinary Center 2014-2015 School Year
  - Memorandum of Agreement Between Millhopper Pediatric Dentistry and the District School Board of Taylor County Head Start Program. 2014-2015 School Year
  - Accent Eyecare Center and Head Start Eye Care Agreement 2014-2015
10. Acknowledge Correspondences from the Office of Head Start
  - ACF-IM-HS-14-04 Bus Transportation and Safety
  - ACF-PI-HS-14-03 Electronic Grant Applications and Program Communications
11. Items of Concern
12. Next Meeting Date
13. Adjournment



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

520 East Lafayette Street • Perry FL 32347 • 850-838-2558 • Fax 850-838-1448

*Eric B. Scott, Director*

**TAYLOR COUNTY HEAD START  
POLICY COUNCIL MEETING  
HEAD START ANNEX**

**August 4, 2014**

**12:00 Noon**

1. **Call to Order.** Ms. Veleta Roberson called the Policy Council meeting to order at 12:20 p.m.
2. **Roll Call:** Policy Council members present: Linda Willis, Veleta Roberson and Debra McGrew, (by telephone). Staff Present: Eric B. Scott, Director, Geneva Reiser, Executive Secretary and Nancy Bell, Special Projects Coordinator.
3. **Declaration of Quorum.** A quorum was established. Three members participated.
4. **Prayer and Pledge.** Mr. Scott opened the meeting with prayer and led the Pledge of Allegiance.
5. **Adoption of Agenda.** Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council adopted the agenda as published.
6. **Approval of April 14, 2014 Policy Council Meeting Minutes.** Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the April 14, 2014 Policy Council minutes.
7. **Approval of May 6, 2014 Policy Council Special Meeting Minutes.** Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the May 6, 2014 Policy Council Special meeting minutes.
8. **Approval of Base Salary for Bachelor Degree Level Head Start Teacher.** This salary schedule is based on a wage comparability study done in Florida. It is not retroactive, but effective August 11, 2014 for teachers who hold a bachelor's degree. This salary can be supported in the current Head Start budget. Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the Base Salary for Bachelor Degree Level Head Start Teacher.

At this point, Mr. Scott asked that the agenda be amended to include two additional personnel matters. Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the addition of items 8a and 8b.

- 8a. Approval of the establishment of one Family Advocate for Health Services and two part-time Teacher Aide positions for Head Start.** Mr. Scott explained that the position of the Family Advocate for Health Services had been previously approved by the Policy Council and School Board; however, it has never been filled. He further explained that as a result of the on-site monitoring review last November, it has been necessary to develop a new system for Campus Safety. Staff is needed to cover various points on the campus to ensure that children are accounted for and reach their classrooms safely. The addition of two part-time Teacher Aide positions will be of great help for the Campus Safety endeavor. The funding for these positions was approved and funded with the restored sequestration dollars from the Department of Health and Human Services Office of Head Start. Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the establishment of one Family Advocate for Health Services and two part-time Teacher Aide Positions for Head Start.
- 8b. Approval of the resignation of Jessie McKinney, Head Start Teacher, Steinhatchee.** Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the resignation of Jessie McKinney, Head Start Teacher, Steinhatchee.
- 9. Approval of 2014 Review/Revision of Written Plans.** Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council approved the 2014 Review/Revision of the following Written Plans:
- Early Childhood Development and Health Services
  - Eligibility, Recruitment, Selection, Enrollment and Attendance Plan (ERSEA)
  - Parent, Family and Community Engagement and School Readiness
  - Personnel Policies
  - Program Design and Management
  - School Readiness and Child Outcomes Plan
  - Transportation Plan
- 10. Acknowledge Revision to Annual Report for 2012-2013.** Mr. Scott explained that when preparing the 2012-2013 Annual Report an oversight occurred in not reporting information about the Proposed Budget for the Fiscal Year; therefore, a revised Annual Report has been submitted. He said that a template has been created which includes the required information so that oversights will not occur in the future.
- 11. Acknowledge Summary of Annual Summer Planning Session.** The Annual Summer Planning Session was held June 24, 2014 and included many topics of discussion. Pre-Service Training is scheduled for August 11-15, 2014. The District Health Fair will be August 14, 2014, 9:00 a.m. – 3:00 p.m. at the High School Gymnasium. Head Start Perry Orientation will be August 14, 2014 from 1:30 p.m. – 3:00 p.m. Steinhatchee Orientation will be August 15, 2014 from 1:30 p.m. – 3:00 p.m.
- 12. Acknowledge Goals and Objectives 2014-2015.** Our Goals and Objectives 2014-2015 are based on the findings from the Community Assessment and Program Self-Assessment.

13. **Acknowledge communications from the Office of Head Start:**
  - ACF-PI-HS-14-02 – Conversion of Enrollment Slots from Head Start Children to Early Head Start Children.
  - ACF-IM-HS-14-03 – Federal Recognition of Same-Sex Spouses/Marriages.
14. **Items of Concern.** Ms. Roberson asked about obtaining a no cost physical for her granddaughter and expressed a concern that, because her granddaughter will be five years old in November, her 2014-2015 year may be a “review.” Mr. Scott assured Ms. Roberson that an individualized plan will be developed for her granddaughter and she will be taught at her level of need in order to be ready for kindergarten next year.
15. **Determine Next Meeting Date.** Policy Council members will be notified of the next meeting date.
16. **Adjournment.** Upon motion by Ms. Willis, seconded by Ms. McGrew and unanimous vote, the Policy Council adjourned at 1:55 p.m.

Respectfully submitted by,

A handwritten signature in black ink that reads "Nancy Bell". The signature is written in a cursive, flowing style.

Nancy Bell, Special Projects Coordinator

TAYLOR COUNTY HEAD START  
POLICY COUNCIL MEETING  
AUGUST 4, 2014  
12:00 NOON  
HEAD START ANNEX

AGENDA ITEM NO. 9 – removed for separate approval

**Approval of Memorandum of Agreements**

- a. Agreement Between the Taylor County Head Start Program and the Florida State University Multidisciplinary Center – 2014-2015 School Year
- b. Memorandum of Agreement Between Millhopper Pediatric Dentistry and the District School Board of Taylor County Head Start Program – 2014-2015 School Year
- c. Head Start Eye Care Agreement 2014-2015 with Accent Eyecare Center, Michael A. Walby, O.D.



ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. <del>ACF-IM-HS-14-04</del>	2. Issuance Date: 08/25/2014
	3. Originating Office: Office of Head Start	
	4. Key Word: Transportation; Bus Safety; Redundant Safety System	

## INFORMATION MEMORANDUM

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

**SUBJECT:** ~~Bus Transportation and Safety~~

### INFORMATION:

School buses are the safest form of transportation for children. They are considered to be seven times safer than a car or other private passenger vehicle.<sup>1</sup> For children and families living in poverty, transportation is often a major barrier to accessing community services, such as early care and education. Two-thirds of Head Start programs meet the needs of families by transporting more than a quarter of a million Head Start and Early Head Start children every year.<sup>2</sup>

Ensuring the safety of children is the highest priority of the Office of Head Start (OHS). Unfortunately, some programs have experienced a transportation-related incident, such as children being:

- Left on a bus
- Released to an unapproved guardian at the bus stop
- Sent home on the wrong bus
- Left alone in a car while the parent or family member is in the Head Start center

While the broader community may believe these are isolated cases of human error, these occurrences represent serious, systemic failures within a Head Start grantee's program operations. Head Start agencies providing transportation services are responsible for ensuring the safe transportation of children to and from programs and local field trips. Human error is

<sup>1</sup> Safety on School Buses – May 2006. National Highway Traffic Safety Administration. Retrieved from [http://www.nhtsa.gov/Vehicle+Safety/Seat+Belts/Seat+Belts+on+School+Buses+---+May+2006#\\_ftnref1](http://www.nhtsa.gov/Vehicle+Safety/Seat+Belts/Seat+Belts+on+School+Buses+---+May+2006#_ftnref1) on August 7, 2014.

<sup>2</sup> Program Information Report 2012-2013

inevitable, but grantees protect children's safety by having proactive plans and redundant systems in place.

### **Redundant (or Fail-Safe) Safety Systems**

A redundant (or fail-safe) safety system is a series of two or more specific actions staff implement to ensure children are safe. Examples of a specific action may include:

- Bus monitors use a written sign-in sheet to track children's attendance from the time a child is picked up until the child is released to the authorized adult, who also signs the sign-in sheet.
  - The monitor checks off each child's name when the child boards and exits the bus.
  - A Head Start staff member initials the sign-in sheet when meeting children at the bus to bring them to their classroom.
  - On the trip home, each parent, guardian, or authorized individual initials the sign-off sheet when his or her child gets off the bus.
- Transportation staff—monitors and drivers—conduct a walkthrough of the bus before and after each use, checking each seat and space beneath. The driver then hangs a “Bus Empty” or “All Clear” sign at the back of the bus to indicate it has been checked and there are no remaining passengers. The sign is removed before the next run begins.
- Teachers review bus attendance sheets and check classroom attendance rosters after the children have arrived to make sure all children on the sign-in sheet have joined their group.
- Transportation staff use a child-safe token system. The idea is for the bus driver or monitor to leave a token under each child's seat when a child boards and remove the token when the child exits. The staff person then compares the number of tokens collected to the bus sign-in sheet.

Programs may also purchase systems to prompt the driver to inspect the bus. Examples include an electronic child on board reminder system that requires the driver to walk to the rear of the bus or an ID card scanning system.

### **Active Supervision**

It is important for programs to train all staff, including transportation staff, on active supervision. Active supervision requires staff to focus their attention and intentionally observe children so that no child is left unattended. Staff position themselves so that they can watch, count, and listen to children at all times, especially during transitions when children are arriving at or leaving the center.

- Bus monitors should position themselves so they are able to see children in the front, middle, and back of the bus.
- Staff, including bus monitors, use their knowledge of early childhood development and each child's abilities to anticipate what a child may do and to provide assistance when a child needs individualized attention.
- Programs develop a system to facilitate communication among transportation staff, teaching staff, and families about individual child needs and behaviors while riding the bus.

## Additional Transportation Safety Practices

The following actions also are part of an effective transportation safety system:

- Transportation safety training for all staff, including new and returning bus drivers and monitors, to include:
  - Child boarding and exiting procedures
  - How to use appropriate height-weight child passenger safety restraint systems
  - Child pick-up and drop-off procedures, including taking attendance, pre- and post-trip vehicle checks, and emergency evacuation procedures.
- Procedures to ensure that each child leaves (or transitions) with the authorized adult.
- Utilization of bus sign-in sheets with children's photos.
- Transportation supervisors that promptly identify and address operational issues and other concerns, such as the need for child restraints or transportation waivers.
- Ongoing monitoring of drop off and pick up procedures and periodic bus inspections.
- Parent education on transportation safety to include:
  - Program safety policies
  - Proper installation of car seats
  - Use of appropriate height-weight child passenger safety restraint systems
  - Child transportation safety laws.

It is important to support families' efforts to have effective systems that ensure children are protected from being left in a parent's vehicle. Programs may consider including a policy in the parent handbook stating that staff will call the parent or guardian if a child is unexpectedly absent. Programs may also promote strategies that remind families to "look before you lock," such as placing a teddy bear in the passenger seat, to help parents be more aware when getting out of the car.

The actions mentioned above are not exhaustive and represent only a few examples of safety systems. There are many other strategies that may be effective. Each grantee must evaluate its own needs and risks and adopt appropriate strategies. Grantees must also comply with federal regulations regarding Head Start transportation set in [45 CFR Part 1310](#). If you would like additional training and technical assistance on strategies to improve your program's transportation and active supervision policies and procedures, please contact your assigned program specialist or Regional Office.

## Resources

Explore the resources below to learn more about the importance of transportation safety and what programs can do to keep children safe:

- Read Deputy Assistant Secretary and Inter-departmental Liaison, Administration for Children and Families (ACF), Linda K. Smith's [Urgent Message to Head Start Directors on Bus Safety](#).
- Learn how to effectively supervise children on buses, playgrounds, and in the classroom. View the National Center on Health's (NCH) [active supervision](#) fact sheet.
- Watch NCH's [Supervising Children on Head Start Buses](#) to train staff on safely transporting Head Start children.

- Assist local programs with meeting the transportation regulations with resources from the Early Childhood Learning and Knowledge Center transportation page.
- Check out the National Highway Traffic and Safety Administration's (NHTSA) School Bus Driver In-Service Safety Series.
- Join ACF in participating in NHTSA's "Look Before You Lock" campaign and receive helpful information and tips to prevent children being left in a vehicle.
- Take Ray Ray's pledge to prevent child fatalities due to being left in a car.

OHS appreciates the dedicated work of grantees to meet the needs of the children and families served. Transportation to and from local programs and field trips is one of those needs. Therefore, OHS continues to encourage that programs make school bus transportation available to Head Start children. It is the safest way for children to arrive at the Head Start center every day.

Please direct any questions concerning this Information Memorandum to your Regional Office.

Again, thank you for all that you do on behalf of Head Start families and children.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

<p style="text-align: center;">ACF Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-14-037	2. Issuance Date: 08/18/2014
	3. Originating Office: Office of Head Start	
	4. Key Words: Electronic Applications; Electronic Submissions; Electronic Communications; HSES	

## PROGRAM INSTRUCTION

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

**SUBJECT:** Electronic Grant Applications and Program Communications

### INSTRUCTION:

This Program Instruction (PI) advises grantees of new policies and procedural requirements for the electronic submission of noncompetitive grant applications in the Head Start Enterprise System (HSES) and informs programs of the increased use of electronic communications systems for official purposes.

The Administration for Children and Families (ACF), in 76 FR 66721 – New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications, dated Oct. 27, 2011, acknowledged that electronically generated and/or stored documents are recognized equivalents of an official paper grant file. Electronic submission will eliminate duplicative effort and administrative burden for grantees and the Office of Head Start (OHS).

HSES is recognized as the appropriate electronic system for grant application submission to GrantSolutions.gov, as discussed in the above-referenced Federal Register notice. Grantees, including State Collaboration Offices, are required to submit noncompetitive grant applications and grant amendments electronically in HSES.

ACF previously provided OHS grantees the option of submitting grant applications in both electronic and paper formats, and required hard copies of the physically signed signature pages be mailed to the Regional Grants Officer. Hard copies will no longer be accepted as the official application.

OHS is moving toward providing communications requiring official acceptance by authorizing officials and key staff through email, HSES, and/or other electronic means. Communications formerly delivered in hard copy and requiring receipt will be delivered by email notification with a return receipt acknowledgment request. Recipients are asked to select a link to receive the notice on behalf of the organization. The earliest date of acknowledgment will be recorded as the official date of receipt.

Please direct questions regarding this PI to your Regional Office.

Thank you for your work on behalf of children and families.

/ Ann Linehan /

Ann Linehan  
Acting Director  
Office of Head Start

**Sharlyne Beach**

18.01

(# 2.)

**From:** Paul Dyal  
**Sent:** Thursday, September 25, 2014 2:11 PM  
**To:** Sharlyne Beach  
**Subject:** Fw: 2014 Preliminary School Grade Appeal Decision  
**Attachments:** TaylorAppeal620041.pdf

Print this letter and put it on the Board agenda o acknowledge.

Thanks,  
P. Dyal

---

**From:** Copa, Juan <Juan.Copa@fldoe.org>  
**Sent:** Wednesday, September 24, 2014 11:52 AM  
**To:** Paul Dyal  
**Cc:** Ursula Brown; Stewart, Pam; Hebda, Kathy; EVALNRPT; Fletcher, Jane; Croft, Ed  
**Subject:** 2014 Preliminary School Grade Appeal Decision

Dear Superintendent Dyal,

For the 2014 preliminary school grade appeal that you have filed on behalf of Taylor County Elementary School (62-0041), we have attached the applicable decision letter.

Should you have questions about the information contained herein, please feel free to contact Edward Croft ([ed.croft@fldoe.org](mailto:ed.croft@fldoe.org)) in the Bureau of Accountability Reporting. Contact information is also included in the attached letter of decision.

Your district's primary accountability contact is being copied on this message.

Thank you for your continued support of Florida public education.

Sincerely,

Juan Copa

**Juan C. Copa**  
Deputy Commissioner  
Division of Accountability, Research, and Measurement  
Florida Department of Education  
850.245.0437  
[Juan.Copa@fldoe.org](mailto:Juan.Copa@fldoe.org)





State Board of Education

Gary Chartrand, *Chair*  
John R. Padgett, *Vice Chair*  
*Members*  
Ada G. Armas, M.D.  
John A. Colon  
Marva Johnson  
Rebecca Fishman Lipsey  
Andy Tuck



FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org

Pam Stewart  
Commissioner of Education

18.01  
(#2.)

September 24, 2014

Mr. Paul E. Dyal, Superintendent  
Taylor County Public Schools  
318 North Clark Street  
Perry, FL 32347-2930

Dear Superintendent Dyal:

The Department of Education's appeals committee and Commissioner Pam Stewart have reviewed your letter of appeal regarding the 2014 preliminary school grade of "D" for Taylor County Elementary School (62-0041). The appeal requests that the department add selected students to the accountability membership file who were not reported in Survey 3 at the time of the accountability deadline, and recalculate the school's grade.

As communicated in a memorandum to district school superintendents from the commissioner on July 16, 2014, the department provided reports on Survey 2 and Survey 3 matching to district personnel and allowed four weeks to correct and update the data in these surveys prior to the calculation of preliminary school grades for 2014. This included amending student information for the membership file. Because a separate data review period was provided for districts to ensure accurate reporting on Survey 3 for school grading purposes, and to maintain limits within which data modifications can be applied to affect accountability outcomes, the preliminary 2014 school grade for this school will not be recalculated and remains a "D."

Additional details on school accountability outcomes are available in reports published online at <http://schoolgrades.fldoe.org>.

Juan Copa  
Deputy Commissioner  
Accountability, Research, and Measurement  
[www.fldoe.org](http://www.fldoe.org)

Superintendent Dyal  
September 24, 2014  
Page 2

We appreciate your engagement in this issue. If you have additional concerns or questions, please contact Edward Croft, chief, Bureau of Accountability Reporting, at 850-245-0411 or [ed.croft@fldoe.org](mailto:ed.croft@fldoe.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Juan Copa', with a stylized, cursive script.

Juan Copa

JC/ec

cc: School District Accountability Coordinator

Agenda Item Number 18.01  
(#3.)

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

Date Submitted 09/17/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/25/2014

Person submitting the item: Paul Dyal, Superintendent

Name of document placed on agenda: Food Service Administrative Review

Summary description regarding this action item:

The Board is requested to acknowledge report from the

Florida Department of Agriculture on the administrative

review done by the Division of Food, Nutrition and Wellness

of our summer option of the National School Lunch and School

Breakfast Programs. The report states "No Findings" of

non-compliance. Congradulations to our Food Service

Department.

Signatures Required

Yes ☐ No ☒

Reviewed by:

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

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

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

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

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

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

Superintendent \_\_\_\_\_

TCSB # 0607-3

DIVISION OF FOOD, NUTRITION AND WELLNESS  
1-800-504-6609  
(850) 617-7402 FAX



THE HOLLAND BUILDING, SUITE 120  
600 SOUTH CALHOUN STREET  
TALLAHASSEE, FLORIDA 32399-0001

## FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

COMMISSIONER ADAM H. PUTNAM

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September 11, 2014

Mr. Paul Dyal, Superintendent of Schools  
District School Board of Taylor County, #04-0062  
318 North Clark Street  
Perry, FL 32347

Dear Mr. Dyal:

An administrative review team from the Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness, had the opportunity to visit the Taylor County School Board food service district office and one school participating in the Seamless Summer Option of the National School Lunch and School Breakfast Programs on June 17, 2014.

The Healthy, Hunger-Free Kids Act of 2010 requires a unified accountability system designed to ensure that the participating school food authorities comply with the National School Lunch Program and School Breakfast Program requirements. The administrative review has provided a comprehensive evaluation of these school meal programs.

The School Meals Administrative Review is concluded, and it has been determined that no corrective action is required. Our office considers this review closed. Please find enclosed the complete report from the review of the food service program.

If you have specific questions concerning the administrative review, please do not hesitate to contact TJ Rutherford, Supervisor of Program Accountability, at 1-800-504-6609. Thank you for feeding the future of Florida – our children.

Sincerely,

Erica Field, Bureau Chief  
Implementation and Accountability  
Division of Food, Nutrition and Wellness

EF/nw

Enclosure

cc: TJ Rutherford, FDACS  
Lisa Church, FDACS

DIVISION OF FOOD, NUTRITION AND WELLNESS  
1-800-504-6609  
(850) 617-7402 FAX



THE HOLLAND BUILDING, SUITE 120  
600 SOUTH CALHOUN STREET  
TALLAHASSEE, FLORIDA 32399-0001

## FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

COMMISSIONER ADAM H. PUTNAM

---

September 11, 2014

Mr. Benjamin Blue, Food Service Coordinator  
District School Board of Taylor County, #04-0062  
318 North Clark Street  
Perry, FL 32347

Dear Mr. Blue:

An administrative review team from the Florida Department of Agriculture and Consumer Services, Division of Food, Nutrition and Wellness, had the opportunity to visit the Taylor County School Board food service district office and one school participating in the Seamless Summer Option of the National School Lunch and School Breakfast Programs on June 17, 2014.

The Healthy, Hunger-Free Kids Act of 2010 requires a unified accountability system designed to ensure that the participating school food authorities comply with the National School Lunch Program and School Breakfast Program requirements. The administrative review has provided a comprehensive evaluation of these school meal programs.

The School Meals Administrative Review is concluded, and it has been determined that no corrective action is required. Our office considers this review closed. Please find enclosed the complete report from the review of the food service program.

If you have specific questions concerning the administrative review, please do not hesitate to contact TJ Rutherford, Supervisor of Program Accountability, at 1-800-504-6609. Thank you for feeding the future of Florida – our children.

Sincerely,

Erica Field, Bureau Chief  
Implementation and Accountability  
Division of Food, Nutrition and Wellness

EF/nw

Enclosure

cc: TJ Rutherford, FDACS  
Lisa Church, FDACS

DIVISION OF FOOD, NUTRITION AND WELLNESS  
1-800-504-6609  
(850) 617-7402 FAX



THE HOLLAND BUILDING, SUITE 120  
600 SOUTH CALHOUN STREET  
TALLAHASSEE, FLORIDA 32399-0001

## FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

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### District School Board of Taylor County #04-0062 School Meals Administrative Review Report 2013-2014

The Seamless Summer Option portion of the School Meals Administrative Review (AR) of the District School Board of Taylor County was conducted on June 17, 2014, by state agency (SA) staff members from the Division of Food, Nutrition and Wellness (FNW), Florida Department of Agriculture and Consumer Services. During this review, documentary evidence was examined, personnel were interviewed, menus were evaluated and meal services were observed.

#### **FNW Review Team**

Noreen Walsh, Program Accountability Specialist, Sponsor Team Lead  
Chuck Davis, Program Accountability Specialist

#### **Schools Selected for Review; Programs Reviewed**

Taylor Elementary – Seamless Summer Option

The scope of review for the Seamless Summer Option module is to ensure that the SFA and its participating sites are compliant with meal counting, claiming, menu planning and food safety requirements established in 7 CFR 210 and 220. *PS1, PS2, General Area of Review, as applicable (finding-based)*

No Findings Identified

---

Noreen Walsh, SNS  
Program Implementation Specialist, Sponsor Team Lead  
Division of Food, Nutrition and Wellness  
Department of Agriculture and Consumer Services

The Holland Building  
600 South Calhoun Street, Suite 120  
Tallahassee, FL 32399

Phone: (850) 617-7443  
Fax: (850) 617-7404

Agenda Item Number 25.01  
(#1)

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

Date Submitted 09/22/2014 Board Meeting Date 10/07/2014

Date agenda item is due in the Superintendent's Office 09/25/2014

Person submitting the item: Rachel Lavalley, School Nurse

Name of document placed on agenda: Protocols for Epinephrine Pen

Summary description regarding this action item:

To have in place protocols by which our school nurse will

follow if a student exhibits signs and symptoms of

Anaphylactic Shock.

Signatures Required

Yes ☐ No ☒

Reviewed by:

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

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

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

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

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

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

Superintendent 

TCSB # 0607-3



## Standing order

### Administration of Benadryl and or Epinephrine Pen to Student

#### Exhibiting Signs of and Symptoms of Anaphylactic Shock:

This standing physician's order may a licensed nurse and staff trained by the nurse.

Anaphylactic reactions are life threatening and require rapid decision making. When the signs and symptoms indicate an anaphylactic reaction, licensed staff will be required to give the correct dose of Benadryl or Epinephrine preparation.

#### Benadryl:

Give stock Benadryl when significant but not life threatening reactions occur. Such as widespread hives, red raised rash.

Administer as follows:

Child <20 lbs. give 6.25-12.5 mg P.O. liquid (per package instructions)

Child >20 lbs. give 12.5 mg P.O. liquid (per package instructions)

Adolescent give 25-50 mg P.O. liquid (per package instructions)

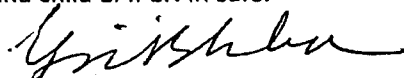
Call parent and school administrator

If symptoms progress into respiratory distress follow instruction for Epinephrine Pen Below:

#### Epinephrine:

1. Call 911
2. Obtain stock Epinephrine unit dose pen
3. Follow instructions for injection
4. Call administration
5. Call parent
6. Monitor child's blood pressure closely for side effects, hypertension
  - \*Children from pre-school up to 60 lbs.(approximately) should receive EPI PEN JR
  - \*Children greater than 60 lbs. or who are older should receive EPI PEN
  - \*In a situation when the child's weight or age is unclear, give EPI PEN JR for younger and smaller children and EPI PEN for larger older children.

There is approximately 15 pounds higher or lower estimation of child's weight. Giving a 45 pound child EPIPEN in safe.



Signature: Ghirish Bhaskar, MD

9/18/2014

Date signed

9/18/2015

Date Expired