2020-2021
Advancing Schools and Communities for Student Success

SERVICES GUIDE

Proudly serving the public-school districts of Northwest Florida since 1967
Welcome to the 2020 PAEC Services Guide!

Panhandle Area Educational Consortium was founded over 50 years ago to serve the students and communities of Northwest Florida. As an organization led by its members, we work to meet the unique needs of our small, rural school districts by providing a mix of high-quality services, vigorous advocacy, and forward-looking leadership. PAEC facilitates district collaboration, fosters shared services, and develops talent at every level of our member districts. We are dedicated to high quality service and leadership. Most importantly, we believe that high quality, forward thinking rural schools are the most essential part of the success of local communities.

At PAEC we work hard, focus on quality, and are proud of the trust our districts place in us. This ethic has been recognized by several outside entities. In addition to accreditation as an Educational Service Agency by Cognia (formerly AdvancEd) our dedication to high quality service has been recognized by the US Department of Education. In 2018 PAEC was awarded the Innovations in Literacy Grant (IAL), and in 2019, Gadsden County School Board, in partnership with PAEC, was awarded the School Climate Transformation Grant both highly competitive discretionary grants by the US Department of Education. These grants are intended to bring needed resources to our districts as we work together to serve their students, families, and communities. Our commitment to quality has also been recognized by our membership. Every year, PAEC surveys its members to ensure we are meeting their expectations. This is our most important measure of success. In 2019, as in years past, member districts report they are highly satisfied with our services!

Our most valuable resource is our staff, some who have been with us for over 40 years, each dedicated to doing whatever it takes to assist our districts in meeting their goals. Our commitment is to maintain our districts’ faith and trust to ensure we deliver what is needed, not what we think is needed. We are thankful for the opportunity to serve and honored to have an incredibly talented and dedicated staff for whom service is a calling. Our vision remains, Advancing Schools and Communities for Student Success.

Please enjoy our services guide. If your school or district is interested in any of our services, please feel free to reach out to the PAEC team member listed on the service. PAEC delivers services to over half of the districts in the state and we’d be happy to meet with you.

Wishing you a happy and successful school year!

John T. Selover
Executive Director
What is PAEC?

The Panhandle Area Educational Consortium (PAEC) is Florida’s oldest, legislatively created Educational Consortium, founded in 1967 as a support unit to help small districts with limited resources to better serve children, teachers, and administrators. PAEC presently serves 14-member districts, representing over 45,000 students, as well as many other non-member districts that purchase services on a contract basis.

2021 PAEC Strategic Plan

Mission
To provide a continuum of services that elevate student achievement throughout all consortium school districts

Vision
Advancing Schools and Communities for Student Success

Tagline
Every Student, Every Day

Organizational Goals

Goal 1 PAEC will provide leadership, vision, and shared services to meet the needs of member districts maximizing student achievement.

Goal 2 PAEC will leverage partnerships to increase opportunities and access for member districts.

Goal 3 PAEC will serve as an advocate and unified voice to promote legislative priorities that benefit member districts.

Goal 4 PAEC will develop consistent and professional outreach to promote its priorities.

BOD Adopted May 2016
# Table of Contents

About PAEC................................................................................................................................. 1
History of the Organization ........................................................................................................... 2
Board of Directors ....................................................................................................................... 4
Governance ................................................................................................................................... 5
Advisory Committees .................................................................................................................. 6
PAEC Connects (District Leader Support Network) ................................................................. 8
PAEC District Academic Performance ...................................................................................... 9
PAEC Customer Service ........................................................................................................... 10
Financial Information ................................................................................................................ 12

## INSTRUCTIONAL SERVICES

PAEC Annual Summer Leadership Conference ........................................................................ 15
electronic Professional Development Connections (ePDC) ..................................................... 15
Professional Learning Catalogue ................................................................................................ 15
Add-on Endorsement Programs ................................................................................................. 16
Distance Learning ..................................................................................................................... 18
Curriculum Support Services .................................................................................................... 18
Clinical Educator Training ........................................................................................................ 18
Extended Support Services ........................................................................................................ 19
K-12 English Language Arts (ELA) .......................................................................................... 19
K-12 Math .................................................................................................................................... 20
K-12 Science and Computer Coding ......................................................................................... 20
Title IV Student Support and Academic Enrichment ............................................................... 20
Read with Me! ........................................................................................................................... 20
Leadership Academies ............................................................................................................. 21
FDLRS – Florida Diagnostic and Learning Resources System .............................................. 22
SEDNET – Multiagency Network for Students with Emotional/Behavioral Disabilities ........ 23
Migrant Education Program ..................................................................................................... 23
My Virtual Classroom .............................................................................................................. 24
Prevention Programs ................................................................................................................ 25

## BUSINESS SERVICES

Florida Buy Cooperative State Purchasing ................................................................................ 26
Gateway Finance and Payroll System Support Services ............................................................ 26
Human Resources & Recruitment ............................................................................................. 26
Student Data Services ............................................................................................................... 27
Risk Management ..................................................................................................................... 27
Copy Center .............................................................................................................................. 28
School Board Policy ................................................................................................................ 28
Legislative Network .................................................................................................................. 29
Strategic Planning & Communication Services ......................................................................... 29
Strategic Communication Training ......................................................................................... 29
Grant Writing ............................................................................................................................ 29
Charter Contract Compliance .................................................................................................. 29
Services Project Budget Development Timeline .................................................................... 30
Staff Contact Information ....................................................................................................... Inside back cover
About PAEC

What is PAEC?
Panhandle Area Educational Consortium (PAEC) is Florida’s oldest, regional, non-profit, educational service agency established in 1967 to provide cooperative services to member districts. It exercises no control over its clients, is non-regulatory and has no taxing authority. Participation in programs and services through the Consortium is completely voluntary; therefore, the consortium is designed to be sensitive and responsive to the needs and desires of the school districts being served. Regional consortia were created from legislative action in 1994 via FS 1001.451.

How does PAEC work?
As a non-profit educational consortium, we provide our members with programs and services they might not otherwise be able to afford. It is more efficient and cost-effective to operate one central service than it is to have separate services in each school district. However, PAEC services are often customized to meet individual district needs.

Who makes the decision about which PAEC service to purchase?
Each year, district leaders review their district’s needs and make decisions about their district’s utilization of PAEC services.

Why do school districts participate in PAEC services?
PAEC has a long history of providing top-tier educational and business services, combined with ‘economies of scale’ efficiencies. We are simply the lowest, and often the best, cost option for services. PAEC is also governed by the superintendents of the member school districts we serve; as such, we meet local needs because of the long-lasting, deep relationships with our member districts.

How are PAEC services funded?
PAEC receives various forms of revenue to fund our operations. While many of our revenues come from purchased services, we also receive an annual appropriation from the state budget as well as funding from federal grants, state grants, and more.

Is PAEC accredited?
Yes. In the spring of 2017, PAEC earned accreditation as an Educational Service Agency (ESA) by Cognia (formerly AdvancED). PAEC is one of only 61 ESA’s nationwide to hold this distinction.

How is PAEC governed?
PAEC is governed by a Board of Directors made up of the superintendent of each member school district. Board meeting agendas are posted on the PAEC website and the meetings are open to the public.

How do I sign up for services?
If your district or charter school is interested in obtaining PAEC services, please feel free to contact us directly at (850) 638-6131 and ask for either the Executive Director, the Administrator of Business Services or the Administrator of Instructional Services. You may also e-mail the Executive Director (john.selover@paec.org).
A Brief History of the Organization....

Panhandle Area Educational Consortium (PAEC) is a regional educational service organization owned by its member school districts. Created in 1967 by the school districts of Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Liberty, Walton and Washington in northwest Florida, PAEC is Florida’s oldest regional educational service agency established as a non-profit, non-regulatory organization to provide cooperative, educational services. These early efforts and contributions were recognized by state legislators such that regional consortia were created in 1994 from legislative action via FS 1001.451. Washington County School District serves as its District of Record.

PAEC grew from an early recognition by school district superintendents that they could achieve better results for their students by working cooperatively. Long before PAEC was created, individual counties in the panhandle area were cooperating in areas of mutual interest, such as shared media centers, testing programs and special education. For example, Jackson and Holmes counties, Washington and Bay counties, and Calhoun, Franklin, Gulf and Liberty counties shared cooperative film libraries.

In 1959, the Chipola Area Education Project (CAEP) was formed as a result of a NDEA, Title V Grant. This project was established to improve testing, evaluation and guidance services among the following member counties: Calhoun, Gulf, Holmes, Jackson, Liberty, Walton and Washington. Early in 1967, talk began about further cooperation among the CAEP school systems. Under the leadership of Jackson County School Superintendent, John Dekle Milton, a meeting of the school superintendents from the seven counties that made up the CAEP was called, and representatives from Bay and Franklin counties were invited. At this meeting, a plan was formulated for what became the Panhandle Area Educational Cooperative. Nine counties joined to write the proposal for funding under ESEA, Title III. In July 1967, the proposal was approved, and a grant of $103,000 was awarded; thus, the Panhandle Area Educational Cooperative was born. During 1967-68, other supplemental educational centers for rural areas in Florida were funded. However, PAEC is the only originally funded regional educational center that survived.

Current services include, but are not limited to, professional development, curriculum support services, Florida Diagnostic and Learning Resources System (FDLRS), instructional technology, distance learning, Migrant Education Program services, printing services, cooperative state purchasing, contracted services, Students with Emotional/Behavioral Disabilities Network (SEDNET), model school board policies, Risk Management Property/Casualty, employee benefits self-insurance programs, Gateway Educational Computing (payroll and finance), Student Data Services, human resources support, textbook adoption, strategic planning, strategic communication, grant writing, charter contract compliance, and extended services focusing on student achievement and school improvement.
In early 2016, PAEC assembled a group of stakeholders from member districts and various roles within the organization to create a revised mission/vision to guide the organization into its second 50 years of regional leadership. This framework guides our work as our organization continues to grow, lead, and anticipate the changing needs of our districts. In the spring of 2017, PAEC was accredited as an Educational Service Agency (ESA) by Cognia (formerly AdvancED). PAEC continuously works in maintaining its accreditation. Its continuous improvement model informs not only how it serves its member districts but in improving consortium services.

Today, PAEC continues under the leadership of its Board of Directors. Its member districts include Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton and Washington counties and the Florida Agricultural & Mechanical University (FAMU) Developmental Research School.

“The staff at PAEC always strives to serve our district and we get the best service. This is a wonderful partnership.”
## Board of Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Taylor</td>
<td>Chairman, Washington County Schools</td>
</tr>
<tr>
<td>Darryl Taylor, Jr.</td>
<td>Superintendent, Calhoun County Schools</td>
</tr>
<tr>
<td>Micheal Johnson</td>
<td>Superintendent, FAMU DRS</td>
</tr>
<tr>
<td>Traci Yoder</td>
<td>Superintendent, Franklin County Schools</td>
</tr>
<tr>
<td>Roger Milton</td>
<td>Superintendent, Gadsden County Schools</td>
</tr>
<tr>
<td>Jim Norton</td>
<td>Superintendent, Gulf County Schools</td>
</tr>
<tr>
<td>Terry Mears</td>
<td>Superintendent, Holmes County Schools</td>
</tr>
<tr>
<td>Larry Moore</td>
<td>Superintendent, Jackson County Schools</td>
</tr>
<tr>
<td>Marianne Arbulu</td>
<td>Superintendent, Jefferson County Schools</td>
</tr>
<tr>
<td>David Summers</td>
<td>Superintendent, Liberty County Schools</td>
</tr>
<tr>
<td>Shirley Joseph</td>
<td>Superintendent, Madison County Schools</td>
</tr>
<tr>
<td>Dr. Danny Glover, Jr.</td>
<td>Superintendent, Taylor County Schools</td>
</tr>
<tr>
<td>Bobby Pearce</td>
<td>Superintendent, Wakulla County Schools</td>
</tr>
<tr>
<td>Russell Hughes</td>
<td>Superintendent, Walton County Schools</td>
</tr>
</tbody>
</table>

![Florida Map](image)
Governance

Board of Directors

John Selover, Executive Director (850) 638-6131 Ext. 2235 john.selover@paec.org

The Board of Directors serves as the governing body of PAEC and is comprised of the superintendent of each member school district. Meeting agendas are posted in the PAEC office and on the PAEC website under Governance.

PAEC member school districts include: Calhoun, FAMU DRS, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton and Washington counties.

PAEC Leadership

Executive Director  John Selover
Instructional Services  Dr. Maria Pouncey
FDLRS (Florida Diagnostic & Learning Resources System)  Faye Yongue
Business Services  Lucia Esquivel
Risk Management  Patrick McDaniel
Online Learning/Teaching Platforms  Brenda Crouch
SEDNET (Multiagency Network for Students with Emotional/Behavioral Disabilities)  Rusty Holmes
Gateway Finance & Payroll  James Goines
Cooperative State Purchasing  Larche Hardy
Student Data Services  Katie Foley
Advisory Committees

PAEC hosts a wide array of committees focused on solving regional challenges, updating members on important legislative and legal changes, and collective problem-solving.

Gateway Finance and Payroll Advisory Committee

James Goines, Gateway Coordinator (850) 638-6131 Ext. 2253 james.goines@paec.org

The Gateway Advisory Committee is used to consult and provide guidance on various issues. This guidance includes setting priorities of tasks that have conflicting requirements to meet the scheduling needs of the district. The Committee also serves as the recommending body to the PAEC Board of Directors for official matters such as annual budgets. Meeting agendas are posted on the PAEC website under Governance.

School districts served: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Nassau, Taylor, Wakulla, Walton, Washington counties

FDLRS Coordinating Council

Faye Yongue, Program Coordinator of Special Areas (850) 638-6131 Ext. 2229 faye.yongue@paec.org

The FDLRS/PAEC Coordinating Council is composed of the Administrator of Exceptional Student Education for the district and provides oversight for project implementation and center activities. The coordinating council reviews center activities with respect to coordination and equitable provision of services to each district in the service area.

School districts served: Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Liberty, Walton and Washington counties

Professional Development Center Advisory Council

Brenda Crouch, Science Consultant (850) 638-6131 Ext. 2320 brenda.crouch@paec.org

The Professional Development Center (PDC) Advisory Council is comprised of the staff development directors and curriculum coordinators of our member districts. The primary focus is to provide a collaborative process for coordinating professional learning activities designed and delivered to meet the expressed needs of the member districts, which result in the personal and professional growth of educators and, ultimately, in the enhancement of the school experiences for our students. The group also reviews, provides input into, and approves the PAEC Professional Learning Catalogue. The Council holds four meetings annually to discuss hot topic issues related to education and professional learning. Meeting agendas are posted on the PAEC website under Governance.

School districts served: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Taylor, Wakulla, Walton and Washington counties, FAMU DRS, FSU Schools-Broward, FAU Lab School, and Florida Virtual School

“They are always asking & looking on ways to improve and make our lives a little easier.”
Risk Management Advisory Committee

*Patrick McDaniel, Risk Manager (850) 638-6131 Ext. 2247 [pat.mcdaniel@paec.org]*
*Mickey Hudson, Assistant Risk Manager (850) 638-6131 Ext. 2302 [mickey.hudson@paec.org]*

The Risk Management Advisory Council provides guidance for the PAEC Risk Management program. The input of this committee is vital for providing services to our member schools. Meeting agendas are posted on the PAEC website under Governance.

School districts served: Calhoun, Franklin, Gulf, Holmes, Jackson, Jefferson, Liberty, Wakulla, Walton and Washington counties

Literacy Council

*Kay Brewton, Consultant (850) 638-6131 Ext. 2315 [kay.brewton@paec.org]*

The PAEC Literacy Council provides research-based guidance and support for our districts to innovatively improve literacy instruction for today’s readers and tomorrow’s leaders. The Literacy Council is partnered with the Florida Center for Reading Research (FCRR) and the Regional Educational Laboratory Southeast (REL) to ensure the Council is current with all aspects of reading research-based research PRE-K-12, with a focus on instruction, intervention, prevention, and increased reading growth across all disciplines and contents. Through the partnerships with FCRR and REL Council, members will have access to training and technical assistance to bring the latest and best research and proven practices to each of their districts. The Literacy Council is comprised of Literacy Coaches, Instructional Coaches, MTSS Coordinators, Academic Analysts, ESE Teachers and District Curriculum and Professional Directors from PAEC’s 14-member districts. Meeting agendas are posted on the PAEC website under Governance.

School districts served: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton and Washington counties and FAMU DRS

Student Data Services Advisory Committee

*Katie Foley, Consultant (850) 257-7426 [katie.foley@paec.org]*

The Student Data Services Advisory Committee assists the PAEC Executive Director in the overall management of PAEC Student Data Services program. The Committee consists of one representative appointed by the Superintendent from each participating school district. This person also serves as the primary contact between PAEC and the district for the Student Data Services program. Meeting agendas are posted on the PAEC website under Governance.

School districts served: Calhoun, Franklin, Gulf, Hardee, Holmes, Jackson, Jefferson, Liberty, Nassau, Suwannee, Taylor, Wakulla, Walton, and Washington counties, FAMU DRS and FAU DRS
PAEC Connects (District Leader Support Network)

Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org
Lucia Esquivel, Administrator of Business Services (850) 638-6131 Ext. 2263 lucia.esquivel@paec.org

PAEC provides networking and professional development services to district leaders with up-to-date information on timely topics, direct access to experts and important networking opportunities. The following groups meet throughout the year:

- PAEC Connects-Career Technical Education (CTE)
- PAEC Connects-Facilities Directors
- PAEC Connects-Guidance Counselors
- PAEC Connects-Human Resource Directors
- PAEC Connects-Information Technology Directors and Specialists
- PAEC Connects-Literacy Council
- PAEC Connects-School Leaders (Principals and Assistant Principals)
- PAEC Connects-Transportation Directors
- PAEC Connects-School Nurses
- PAEC Connects-Safety Officers

“I am thankful for my PAEC partners. It would be very difficult to maintain our way of work without their support.”
PAEC District Academic Performance

PAEC districts continue to improve their school district grade! One of our member districts improved its grade this year!

We congratulate our hard-working districts, especially district leadership, school leadership and all of their talented and dedicated teachers and support staff!

“PAEC goes above and beyond to ensure the districts are receiving all resources pertinent to their needs.”
PAEC Customer Service

PAEC welcomes feedback of services from customers in its member districts by completing an annual evaluation. Below are the results of the annual evaluation of services from the previous year.

### State and Federal Grants

- **Quality of Service**: 100%
- **Alignment with the district's instructional professional development plan**: 100%
- **Alignment of program activity to district needs**: 100%

- **Outstanding/Very Effective**
- **Effective**
- **Needs improvement/unsatisfactory**

### Contracted Services

- **Quality of Service**: 96%
- **Cost efficiency**: 100%
- **Alignment of program activity to district needs**: 91%
- **Fulfillment of contract obligations**: 95%

- **Outstanding/Very Effective**
- **Effective**
- **Needs improvement/unsatisfactory**
“PAEC is a valued partner in the operations of my district as well as others in our consortium.”
Financial Information

Fiscal Year 2019-2020
Total Budget $29,574,341

RETURN ON INVESTMENT
2019-2020

District Fees $1,385,511.21
16%

Savings to District through Shared Services $8,744,880.10
84%
PAEC Financial and Federal Single Audit

PAEC staff strive to be good stewards of the consortium’s financial resources and to carry out program objectives with fidelity. This is reflected in the most recent published audit report by the state Auditor General related to PAEC finances, operations, or federal programs.

Financial and Federal Single Audit
http://my.paec.org/cms/One.aspx?portalId=82117&pageId=3943351

Florida Buy Revenue Trends

The PAEC “Florida Buy” program is recognized by the Florida Legislature as a purchasing option under the new 2016 law, FS. 1010.04 (1)(b), requiring the use of “state term contracts” (DMS) for purchases of non-instructional products or services. It also states “Each district school board may also use the cooperative state purchasing programs managed through regional consortium service organizations pursuant to their authority under FS. 1001.451 (3).”
Risk Management Return on Investment

Since 2005 $11,200,594.00 in retained earnings has been used to reduce the annual school district assessments for insurance renewal premiums.

Since 2008 $3,465,609.00 in retained earnings have been used to pay for safety items, student catastrophic insurance premiums, and fire & safety inspections for districts.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Catastrophic insurance premiums - $100,000 per year</td>
<td>$1,300,000</td>
</tr>
<tr>
<td>Safety Items - $100,000 per year</td>
<td>$1,300,000</td>
</tr>
<tr>
<td>Fire &amp; Safety Inspections</td>
<td>$865,609</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,465,609</strong></td>
</tr>
</tbody>
</table>

“We appreciate being a part of this wonderful group. In particular, Risk Management and networking through the job-alike group meetings are valuable to our success.”
Instructional Services

PAEC’s instructional services division and Professional Development Center provides diverse educational services and resources of direct benefit to school districts and educators.

PAEC Annual Summer Leadership Conference
Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

The annual summer leadership conference features nationally recognized experts on educational topics, as well as a broad array of concurrent sessions that include legal issues presentations. All sessions are carefully designed to inform and enhance leadership skills. The conference attracts numerous business partners to introduce educational products to Florida school leaders. Attendees also enjoy the opportunity to network with peers from around the state and across the nation.

electronic Professional Development Connections (ePDC)
Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

The electronic Professional Development Connections (ePDC) enables teachers to enhance skills while acquiring in-service points as they meet Florida’s professional educator certification requirements. It not only allows every educator to participate in high-quality professional development, which meets or exceeds Florida’s Professional Development System Protocol Standards, it is a one-stop location where educators may view the accrual of inservice points as the system compiles each teacher’s professional learning transcript over time. Importantly, PAEC’s ePDC provides each district’s administrative team and school site leaders a structure and tracking system for planning, delivery, implementation, evaluation, and reporting completion of all professional learning. PAEC extracts and submits in-service data to the Florida Department of Education as a service to districts and updates the ePDC on an ongoing basis to ensure the needs of districts are met.

Professional Learning Catalogue
Brenda Crouch, Consultant, (850) 638-6131, ext. 2320 brenda.crouch@paec.org

The Professional Development Center develops and maintains the Professional Learning Catalogue for PAEC member districts. The Professional Learning Catalogue includes titles (usually broad) of professional learning offerings, component numbers, a description of the professional learning that might take place under that component and the maximum number of inservice points that someone might earn for the component. It also addresses the key indicators required by F.S. 1012.98 and those that have been monitored over time as a result of the Florida’s Professional Development Protocol Evaluation System. The structure of the Professional Learning Catalogue and the correlating courses in the ePDC ensure districts are in compliance with professional learning monitoring and ensures the appropriate information is accessible at Survey 5.
Add-On Endorsement Programs

PAEC maintains a variety of add-on endorsement plans for the districts, including reading, ESOL, and gifted. The consortium ensures the add-on plans are revised and updated according to the FLDOE cycle.

K-12 Reading Endorsement

Dr. Carol Garris, Consultant, (850) 638-6131 ext. 3210 carol.garris@paec.org

PAEC offers an add-on Reading Endorsement through face-to-face, blended and online options that addresses the five competencies through research-based reading instruction, application, assessment and differentiation with a five-course program of study and practical application to improve student reading success. Delivery of the face-to-face, blended and online Reading Endorsement components are provided by a team of individuals who are reading certified and/or endorsed. PAEC has committed to providing teachers in member districts several opportunities to earn a reading endorsement via the modality that best meets the individual teacher’s needs. Completion of the five competencies named below and totaling 300 credit hours, is required for the add-on Reading Endorsement.

Competencies and Course Titles:
• Competency 1: Foundations of Reading Instruction
• Competency 2: Application of Research-Based Instructional Practices
• Competency 3: Foundations of Assessment
• Competency 4: Foundations and Applications of Differentiated Instruction
• Competency 5: Demonstration of Accomplishment (Culminating Practicum)

Driver Education/Traffic Safety Endorsement

Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

PAEC offers a Driver Education/Traffic Safety add-on Endorsement for PDC member districts. The program includes three competencies, 60 hours each, for a total of 180 credit hours. Participants may complete online courses through universities or colleges that meet the state requirements for the endorsement program.

Driver Education/Traffic Safety Endorsement Competencies
• Basic Driver Education/Traffic Safety
• Advanced Driver Education/Traffic Safety
• Administration and Supervision of Driver Traffic Safety Education

Athletic Coaching/Sports Medicine Endorsement

Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

PAEC offers an add-on Endorsement for Athletic Coaching/Sports Medicine through online courses that address the state requirements. The program includes three competencies, 60 hours each, for a total of 180 credit hours. The PAEC online courses match the competency titles and may also be used for certification renewal for physical education teachers.

Athletic Coaching/Sports Medicine Endorsement Competencies/Courses
• Care and Prevention of Athletic Injuries
• Coaching Theory
• Theory and Practice of Coaching a Specific Sport
Gifted Endorsement

Donna Doelman, Consultant (850) 638-6131 Ext. 2271 donna.doelman@paec.org

The five courses needed to complete the gifted endorsement meet all requirements set forth by the FLDOE. Courses are taught using the hybrid method on Adobe Connect and Schoology. Donna Doelman is the instructor. PAEC offers two courses per year.

Gifted Endorsement Courses
- Curriculum Development for the Gifted
- Theory and Development of Creativity
- Education of Special Populations of Gifted Students
- Guidance and Counseling for the Gifted Student
- Nature and Needs of Gifted Students

ESOL Endorsement

Dr. Carol Garris, Consultant, (850) 638-6131 ext. 3210 carol.garris@paec.org

PAEC offers an add-on ESOL Endorsement through a face-to-face blended or online option that addresses the state requirement of a research-based, five-course program of study. PAEC’s ESOL endorsement is aligned with Florida Teacher Standards for ESOL Endorsement; Rule 6A-4.02451. Courses also integrate the WIDA philosophy and meet the needs of Category 1 teachers (Primary Language Arts/English, Developmental Language Arts, Intensive Reading and Reading). The face-to-face blended option includes a blended presentation model of on-site delivery by the ESOL consultant(s) and limited online coursework completed by participants. Each required course is a 60-hour credit course that totals 300 credit hours for ESOL Endorsement.

ESOL Endorsement Courses
- Domain 1: Culture (Cross Cultural Communications)
- Domain 2: Language and Literacy (Applied Linguistics)
- Domain 3: Methods of Teaching English for Speakers of Other Languages (ESOL)
- Domain 4: ESOL Curriculum and Materials Development
- Domain 5: Assessment (ESOL Testing and Evaluation)

Autism Endorsement

Dr. Maria Pouncey, Program Coordinator (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

PAEC offers an Autism add-on Endorsement for PDC member districts. The program includes four competencies, 60 hours each, for a total of 240 credit hours. Participants may complete online courses through universities or colleges that meet the state requirements for the endorsement program.

Autism Endorsement Competencies
- Nature and Needs, Assessment and Diagnosis
- Applied Behavior Analysis and Positive Behavior Supports
- Assistive/Instructional Technology and Natural/Alternative/Augmentative Communication Systems
- Field-Based Experience with Students with Autism Spectrum Disorder (ASD)
Distance Learning

Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org
Brenda Crouch, Consultant, (850) 638-6131, ext. 2320  brenda.crouch@paec.org

PAEC also uses distance learning in a variety of modalities to provide just in time professional learning opportunities to educators throughout member districts and the State of Florida.

PAEC’s distance learning professional development model offers cost savings to districts, reducing teacher out-of-class and travel time and costs. A full menu of distance learning offerings can be found by visiting the PAEC website at www.paec.org.

Curriculum Support Services

Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

The Curriculum Support Services were established to provide targeted support in areas identified by participating districts to accelerate student achievement with guidance from content area experts. Services will:

• Establish and collaborate with a content-specific advisory group from the elementary and secondary levels to obtain input so that assistance may be targeted to meet the needs of a district and or school/s.
• Support district efforts to align curriculum to state standards.
• Plan, create, and deliver professional learning content for educators to support district needs and or goals.
• Engage teachers in professional learning focused on standards-based instruction.
• Align instruction, student tasks and assessment with the rigor of Florida’s content standards.
• Share strategies and resources to provide effective instruction that meets the needs of all students including: English Language Learners, ESE, and Gifted.
• Offer guidance in the development and use of standards-aligned formative and summative assessments.
• Collaborate with district personnel to perform classroom walkthroughs for district or school-identified purposes.
• Provide academic feedback that is appropriate and timely.
• Provide direct classroom support, based on consultant’s classroom walkthrough/observation evidence and upon administrative request.
• Provide lesson/content planning conferences.
• Facilitate professional learning communities related to best practices and standards using technology
• Develop online learning opportunities as needed.
• Analyze and interpret district, school, classroom, and/or individual student data reports and collaborate with districts/administrators/teachers to identify next steps.

Clinical Educator Training

Brenda Crouch, Consultant (850) 638-6131 Ext. 2320  brenda.crouch@paec.org

PAEC Clinical Educator training was revised and approved by FLDOE in 2018 and is designed to assist experienced educators as they support and mentor developing professionals. This two-day training is focused on supporting Florida Standards-driven instruction through a Growth Mindset orientation. During the two days, educators have opportunities to identify, practice and adopt evidence-based approaches and practices for coaching and mentoring developing professionals and beginning teachers.
Extended Support Services
Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org

The Extended Support Services provides support to individual districts that need assistance improving student achievement by providing targeted, custom professional learning and support, tailored for individual schools. This service will target schools struggling to maintain their grade or in need of increasing their grade, to avoid accountability measures.

PAEC will offer custom services, tailored to the specific needs of the school and will partner with school and district leadership to implement necessary steps to increase student achievement. Training content will be determined through collaborative efforts with school staff and may include but not be limited to: data disaggregation, instructional practice support, curriculum alignment - ELA and mathematics, rigor of FSA standards, progress monitoring support, observations and walkthroughs, and writing training.

K-12 English Language Arts (ELA)
Kris Bray, Consultant (850) 638-6131 Ext. 2368 kris.bray@paec.org

K-12 ELA professional development is provided to assist teachers and administrators with research-based language arts instruction to meet the expectations of the Florida’s State Standards Assessments. The K-12 ELA consultant is available to work with administrators, coaches and classroom teachers in all areas of ELA, based on each district’s needs and requests. Services are provided through multi-district workshops and/or on-site district or school delivery, which include, but are not limited to, the following:

- Reading Academy
- Components of Literacy Workshops (Early Literacy, Oral Language, Phonological Awareness, Phonics, Fluency, Vocabulary and Comprehension)
- Collaborative Planning
- Technical Ongoing Site Support
- Modeled Lessons
- Mini-Professional Development (Grade and Content)
- Pacing/Curriculum Guide Development
- Literacy Across Disciplines
- Close Reading
- Writing Literacy (Focus upon Opinion-Based & Argumentative Writing)
- Data Study
- Program and Intervention Support
- Next Steps
K-12 Math
Mona Ramirez, Consultant (850) 638-6131 Ext. 2282 mona.ramirez@paec.org

The PAEC K-12 math consultant is available to support standards-driven mathematics instruction across PAEC member districts. Services available include curriculum mapping, professional learning opportunities to support targeted standards, direct classroom support that includes walkthroughs, debriefing, and instructional modeling. Additionally, PAEC offers a review for the math portion of Florida’s Teacher Certification General Knowledge Exam.

K-12 Science and Computer Coding
Brenda Crouch, Science Consultant (850) 638-6131 Ext. 2320 brenda.crouch@paec.org

The PAEC K-12 Science consultants are available to support standards-driven science instruction across a variety of physical and life science courses. Services include curriculum mapping, support in identifying resources and hands-on activities aligned to specific science benchmarks, classroom walkthroughs and debriefing, and instructional modeling. The computer coding consultant is available to provide support for teachers interested in developing a new robotics team or advancing an existing robotics team.

Title IV Student Support and Academic Enrichment
Marlene Acosta Rodriguez, Consultant (850) 638-6131 Ext. 3208 marlene.acosta@paec.org

PAEC serves the school districts of Bay, Calhoun, Franklin, FSU Lab School, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, and Washington. Each district has the opportunity to apply for Every Student Succeeds Act (ESSA) under Title IV Part A. Title IV, Part A authorizes activities in three broad areas:

- **Providing students with a well-rounded education** including programs such as college and career counseling, STEM, arts, civics and International Baccalaureate/Advanced Placement.
- **Supporting safe and healthy students** with comprehensive school mental health, drug and violence prevention, training on trauma-informed practices, and health and physical education.
- **Supporting the effective use of technology** that is backed by professional development, blended learning and ed tech devices.

Read with Me!
Kay Brewton, Consultant (850) 638-6131 Ext. 2315 kay.brewton@paec.org
Mishelle Hidle, Program Assistant (850) 638-6131 Ext. 2220 mishelle.hidle@paec.org

In 2018, PAEC was awarded a competitive three-year literacy grant through U.S. Department of Education Office of Elementary and Secondary Education, Office of Academic Improvement Programs. The Read with Me! grant serves Franklin, Gadsden, Holmes, Taylor and Jackson school districts. Its purpose is to improve literacy skills for high-need children in grades PreK-8. The project goals are to: increase parents’ knowledge about literacy and language acquisition; show parents how to support and increase their children’s early literacy knowledge and reading/writing skills development; increase family literacy activities; and improve student achievement through providing literacy professional development for teachers, library staff and healthcare professionals. The 2020-2021 school year begins the third and final year of the Read with Me! Grant.
Leadership Academies

PAEC New Teacher Academy (NTA)
Brenda Crouch, Consultant (850) 638-6131 Ext. 2320 brenda.crouch@paec.org
Dr. Carol Garris, Consultant (850) 638-6131 Ext. 3210 carol.garris@paec.org

In response to an expressed need by PAEC member districts, PAEC developed a support program for beginning teachers. The program consists of a two-day orientation workshop to address topics that will help teachers begin their first year successfully. A more extensive program, focusing on four skills indicated by research to be key to the success of new teachers, begins in September. The targeted skills are: 1) maintaining high academic expectations; 2) maintaining high behavioral expectations; 3) delivering standards-driven instruction clearly; and, 4) maximizing instructional time. The program also includes ongoing support for new teachers through online, face-to-face, and blended modalities, as well as support for local teachers who will serve as onsite beginning teacher mentors.

PAEC Principal Leadership Academy (PLA)
Mary Sue Neves, Consultant (850) 638-6131 Ext. 2280 marysue.neves@paec.org

The PAEC Principal Leadership Academy targets principals and aspiring administrators to build their capacity as transformational instructional leaders based on Florida’s Principal Leadership Standards and the William Cecil Golden Professional Development Program for School Leaders. F.S.1012.98. PAEC works with district leadership to stay abreast of changes to Florida’s Principal Leadership Standards and the implications for district and school staff. A goal of the PAEC Leadership Development Program is to provide awareness, training and support for school leaders in small and rural districts and to create learning communities that support highest student achievement.

PAEC Teacher Leaders-Aspiring Principals (TLAP) Academy
Mary Sue Neves, Consultant (850) 638-6131 Ext. 2280 marysue.neves@paec.org

PAEC offers a 10-month Teacher Leaders-Aspiring Principals (TLAP) program for teachers interested in becoming a future administrator. TLAP offers a variety of valuable opportunities for teacher leaders to have hands-on experience in preparing them for school leadership positions by helping them gain the skills, experience and confidence that are crucial in becoming a high performing leader.

PAEC Leadership Development Academy
Mary Sue Neves, Consultant (850) 638-6131 Ext. 2280 marysue.neves@paec.org

The Leadership Development Academy targets principals and aspiring administrators to build their capacity as transformational instructional leaders based on Florida’s Principal Leadership Standards and the William Cecil Golden Professional Development Program for School Leaders. A great deal of research over the past decade underscores the importance of the school leader in student learning. This program is designed to support the development of true instructional leaders, characterized by research, as those who understand the interconnected areas of instruction, curriculum and assessment in optimizing student learning and balance instructional leadership with operational leadership responsibilities (Marzano and Toth, 2020). Key program goals are to provide awareness, professional learning and support for developing school leaders in small, rural school districts and to create learning communities to support highest student achievement.
Florida Diagnostic & Learning Resources System (FDLRS)
Faye Yongue, Program Coordinator of Special Areas (850) 638-6131 ext. 2229 faye.yongue@paec.org

FDLRS is a discretionary project of the Florida Department of Education (FLDOE) Bureau of Exceptional Education and Student Services (BEESS). FDLRS PAEC provides an array of instructional and technical support services to the Exceptional Student Education programs in the school districts of Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, Liberty, Walton, and Washington.

FDLRS Four Functions:
- **CHILD FIND:** FDLRS Child Find, in coordination with school districts, locates children who are potentially eligible for services under IDEA and links them with needed services.
- **PARENT SERVICES:** FDLRS Parent Services provides information, parent workshops, and support to districts and families in order to promote effective parent participation in the education of children who are exceptional and/or have special needs.
- **HUMAN RESOURCES:** FDLRS Human Resource Development (HRD) personnel provide professional learning opportunities to educators focused on refining teacher practice and increasing student achievement.
- **TECHNOLOGY:** FDLRS Technology assists and supports in the appropriate use of a variety of technologies for students, teachers, professional staff, and parents. Support services are available in the areas of assistive technology, instructional technology, Universal Design for Learning (UDL), AIM/NIMAS Florida Services, and virtual/online instruction.

Florida Inclusion Network (FIN)
FDLRS FIN personnel at PAEC collaborate with districts and schools to provide special education instruction, supports and services for district and school personnel to sustain inclusive best practices. These services include the district and school self-assessment tool, Best Practices for Inclusive Education (BPIE).

Professional Development Offered by FDLRS Associate Centers

**Senate Bill 1108** went into effect July 1, 2014. Under the law, any person renewing their teaching certificate must obtain twenty (20) in-service points in strategies/methods of educating students with disabilities. FDLRS offers professional development for Florida educators to comply with Senate Bill 1108 and other professional development requirements by offering facilitated and non-facilitated courses.

**The Professional Development Alternatives (PDA)** online modules provide comprehensive, high quality and accessible professional learning for Florida educators who want to improve their skills in responding to the needs of all students. Coordinated through the FDLRS Network, the PDA Program is available free of charge to all Florida educators. Many of these modules support the new recertification requirements when appropriately coded under Exceptional Student Education in the local Professional Learning Catalog.
SEDNET 2A-Multiagency Network for Students with Emotional/Behavioral Disabilities
Rusty Holmes, Project Manager (850) 638-6131 Ext. 2240 rusty.holmes@paec.org

SEDNET projects across the state provide technical assistance and training to support building capacity of local school districts in their efforts to ensure that the needs of youth with or at-risk of Emotional/Behavioral Disabilities are being met educationally and therapeutically. SEDNET 2A provides these services for the school districts of Bay, Calhoun, Gulf, Holmes, Jackson, and Washington.

SEDNET 2A works to increase the expertise of school district personnel in dealing with issues associated with educating students with Emotional/Behavioral Disabilities. SEDNET 2A takes the lead in providing training such as Crisis Prevention Intervention (CPI), Trauma Informed Care (TIC), and dealing with adverse behavior in the educational environment. Behavioral and Trauma related issues can affect classroom settings and have a negative impact on student grades, attendance, test scores, and the overall safety of the educational environment. Through training and the use of interagency collaboration and coordination, SEDNET 2A helps school and district-based teams with the problem-solving process. Using the Family Services Planning Team (FSPT), these teams can build a more effective response to challenging behavior that allows for a more therapeutic approach.

Migrant Education Program
Dr. Maria Pouncey, Program Coordinator (850) 638-6131 Ext. 2266 maria.pouncey@paec.org
Marlene Acosta, Assistant Migrant Coordinator (850) 638-6131 Ext. 3208 marlene.acosta@paec.org
Rita Vazquez, Program Assistant (850) 364-1430 Ext. 3214 rita.vazquez@paec.org

The PAEC Migrant Education Program serves the school districts of Bay, Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, and Washington.

- Identification/Recruitment: Perform outreach to identify and recruit migrant families in the area. Recruiters visit farms, packing houses, nurseries, and establish contact with various places to ensure that they reach out to families coming into the service area.

- Advocacy: Assist migrant families with school registration, IEP meetings, parent/teacher conferences, SNAP registration, research for resources, meet with counselors, principals, etc.

- Interstate and Intrastate Coordination: Establish contact with other migrant programs, school districts to obtain school/health records, or to seek additional resources for families.

- Health Services: Provide health screenings in county during the summer school program for eligible migrant families. Assist migrant families in scheduling appointments for physicals and any other health issue during the year. Assist migrant families in applying for health insurance, Medicaid etc.

- Social Services: Translate for migrant families seeking assistance from various social service agencies. Provide referrals and work as a liaison to other social service agencies for migrant families.

- Nutrition: A small food bank is maintained throughout the year. Assist migrant families in applying for WIC, Medicaid, and SNAP. Ensure that food service is available in summer school programs. Ensure migrant students receive free/reduced meals during the school year.
Transportation: Transportation is based upon need. School district transportation is offered during the school year. Students attending the migrant summer school program in Leon and Gadsden counties are provided transportation through the district.

Early Intervention: Afterschool tutorials, Saturday tutorials, in-home tutorials, and summer programming are offered to migrant students. In addition, Migrant Academic Advocates review grades, attendance, and discipline records for each migrant student throughout the year to determine needed interventions. Migrant Academic Advocates also research available resources that can supplement existing resources. Assistance with pre-k registration is provided to migrant parents to ensure migrant pre-k students attend an early-childhood program. During the summer months (6 weeks), dependent upon funding an infant/toddler child-care center opens for migrant families who have children six weeks through two years old through a partnership with RCMA.

Summer Basic Skills Program: A four to five-week summer school program is offered in Gadsden and Leon counties. In-home tutorials are offered in the other districts for six to eight weeks.

Parent Involvement: Parent involvement opportunities are offered to migrant families through the Florida Migrant Parent Advisory Council and PAEC Migrant Education Program. Every effort is made so that parents are aware of parent involvement opportunities at the district level. In addition, translation services are offered to migrant parents attending parent meetings, depending on translator availability and number of parents.

Interpreter Service
Interpretation services are available to assist school and district personnel. Interpreters are fluent in English and Spanish both written and verbal and possess experience in interpreting for IEP meetings and home visits. Fee for service is $30/hour, plus travel expenses.

My Virtual Classroom
Brenda Crouch, Franchise Coordinator (850) 638-6131 Ext. 2320 brenda.crouch@paec.org
Dr. Carol Garris, Asst. Coordinator (850) 638-6131 Ext. 3210 carol.garris@paec.org
Cindi Davis, Program Assistant (850) 638-6131 Ext. 2319 cindi.davis@paec.org

Why is My Virtual Classroom at PAEC an important option?
- Meeting Student Needs – Available curricula enhances schools’ ability to meet the learning needs of all students and add depth and breadth to the onsite curriculum. Students have opportunities to take courses that districts may not have the capacity to offer due to limited enrollment or lack of a certified teacher.
- Saving District Funds - My Virtual Classroom is a cost saving measure! Using the contract makes it possible for school districts to retain FTE funds for students who opt to participate in our virtual learning opportunities
- Allowing Flexible Scheduling - We have faculty members who are available to provide student support during the school day, as well as outside normal school hours.

What courses does My Virtual Classroom at PAEC offer?
My Virtual Classroom offers almost all courses available from curriculum providers and key goals are expanding our foreign language offerings so students may earn the Florida Seal of Biliteracy and adding advanced placement courses. We have access to virtual curriculum from five different providers: FLVS, Apex Learning, K12/Fuel Education, eDynamic Learning, and Cyber Active. If you have a specific course need, ask! We’ll work to find a certified instructor to help you meet your students’ needs.
Are My Virtual Classroom courses suitable for blended learning?
ABSOLUTELY! Schools having an on-campus lab setting and a facilitator obtain positive outcomes. We are flexible and can provide both curriculum and instruction or, you may opt to use your teacher and the curriculum we provide. The curriculum may be used in total or in part by your instructor. Possibilities are almost endless, so don’t be afraid to think outside the box! We’ll be more than happy to consult with your team to make your goals reality and whatever you choose, we are here to provide support!

Are My Virtual Classroom courses suitable for home-schooled students?
YES, and it is win-win for the district! Home-schooled students, who are registered in your district, may use My Virtual Classroom to receive high-quality instruction AND the district receives FTE funds for the student to offset course expenses.

What about My Virtual Classroom instructors?
Our instructors are required to hold a valid Florida teaching certificate in the subject area for which they teach and are required to have level-2 clearance through the statewide vendor database. When possible, we hire teachers from our area. We want teachers of the highest quality, so please contact us if you have teachers you’d like to recommend. Virtual instruction may be a perfect solution for teachers who need or choose to work from home or for retired educators who want to continue to make a positive difference for students. We will ensure the teachers are trained to use the selected platform.

If you have ideas or questions about virtual learning and the possibilities it affords to meet the needs of all students, we’d love to hear from you.

Prevention Programs

DJJ Invest in Children
Dr. Maria Pouncey, Program Coordinator (850) 638-6131 Ext. 2266 maria.pouncey@paec.org
Cindi Davis, Program Assistant (850) 638-6131 Ext. 2319 cindi.davis@paec.org

Through a Department of Juvenile Justice Grant, PAEC operates a multifaceted prevention program to address risk factors and unmet programmatic needs facing students, who attend Graceville K-12 School. Services include, but are not limited to: 1. DJJ Prevention Assessment Tool (PAT), 2. Transportation Services for field trips, 3. Youth Service Plan, and 4. Core Services include the implementation of the following prevention curriculums: Guiding Good Choices (Parents), Active Parenting of Teens (Parents), Green Dot (students grades 9-12), Too Good for Drugs (6-9), Marketing Campaign (6-12), After School Program (K-12), Summer Enrichment (6-12) as well as Social Norms Survey and Building Community Partners. Career programs are explored, and guest speakers present to students.
Business Services

The Business Services division provides a wide range of support for school districts to maximize resources, promote operational efficiencies, and strengthen district workforce capabilities through shared services collaboration.

Florida Buy Cooperative State Purchasing

Larche Hardy, Director of Cooperative Purchasing (850) 638-6131 Ext. 2256 larche.hardy@paec.org
Judy Hall, Cooperative Purchasing (850) 638-6131 Ext. 2231 judy.hall@paec.org

The Florida Buy program facilitates a statutorily approved purchasing program to help Florida K-12 schools, higher education, city and county government, and non-profit organizations save time and money. The program is an initiative of the Panhandle Area Educational Consortium in partnership with Heartland Educational Consortium and North East Florida Educational Consortium and is authorized under F.S. 1001.451 (3) to provide purchasing options. To do so, the Florida Buy program leverages the combined purchasing power of 29 states with similar programs to allow eligible entities to purchase products and services at greatly discounted prices. Our goal is to combine the purchasing power of Florida schools to offer aggressive pricing on purchases.

The PAEC Florida Buy program also offers an online shopping option that provides an “Amazon-like” platform to simultaneously search multiple catalog contracts and find the very best pricing on office, custodial, and technology products. In addition, if a district has a specific need for a product or service not presently offered through the program, PAEC responds quickly to acquire new purchasing agreements and alternative contracts to meet the district’s specific need for products or services. The cooperative purchasing website located at www.Floridabuy.org provides easy access to product inventory, pricing, contact information, and bid documents.

Gateway Finance and Payroll System Support Services

James Goines, Gateway Coordinator (850) 638-6131 Ext. 2253 james.goines@paec.org

This program provides technical support and training for districts using Skyward finance and payroll software. Services include on-site and telephone consultation, as well as training for district personnel regarding initial and continuing implementation of system, operational changes required by software updates, and operational changes per requirements of the Florida Department of Education.

Human Resources and Recruitment

Charles Walker, Human Resources Consultant (850) 638-6131 Ext. 2322 charles.walker@paec.org

PAEC can provide a wide variety of support to districts participating in Human Resources. Services to districts include but are not limited to the following: facilitate network and sharing of best practices, assist in planning and coordinating targeted professional development, and serve as a liaison with the Florida Department of Education Recruitment Development and Retention Office.
As Student Data Systems have evolved so have the services offered to the 16 districts that subscribe to PAEC Student Data Services. Today each district that subscribes to PAEC Student Data Services receives the following services with the Focus Student Information System:

**Support**
- Expert level help desk support
- Weekly Student Data System Hot Topics Newsletter
- Bi-Weekly Training Calls
- DOE Survey Reporting Assistance

**Training**
- On-Site Training
- On-Site Set up and Troubleshooting
- Live Webinar Training
- Quarterly Member Meetings/Trainings
- Web repository of training documents and videos

**Technical Services**
- Dedicated Database Management
- Custom Report Creation
- 3rd Party Software Integrations
- Custom Programs
- Assessment Score Import Templates, Instructions, and Support
- Software Update Testing and Upgrade Assistance

**Risk Management/Property Casualty**
*Patrick McDaniel, Risk Manager (850) 638-6131 Ext. 2247  pat.mcdaniel@paec.org*
*Mickey Hudson, Assistant Risk Manager (850) 638 – 6131 Ext. 2302  mickey.hudson@paec.org*
*Frances Rogers, Program Assistant (850) 638-6131 Ext. 2248  frances.rogers@paec.org*

Florida's first multi-district, self-insured property and casualty program was formed at PAEC in 1981 by small school districts in north Florida to provide property and casualty insurance to participating school districts. The program broadens the protection afforded by standard insurance policies and includes types of coverage not previously carried by districts. By combining into a consortium, the small school districts benefit from increased buying power and reduced costs for the coverages provided. In addition to insurance protection, the consortium provides loss control services and safety programs to prevent losses from occurring. Risk management consortium services include:

- PAEC staff to serve districts (full-time Risk Manager, Assistant Risk Manager, and Program Assistant)
- Insurance coverage for Property, General Liability, School Board Legal Liability, Physical & Sexual Abuse and Harassment, Errors & Omissions, Auto Liability, Auto Physical Damage, Boiler & Machinery, and Crime
- Catastrophic Student Insurance for all students and athletes
- Information on legislative changes related to risk management and safety
- Legal services through general counsel
- Consulting services
- Lawsuit management and mediation services
- Claims management and service
- Technical assistance with IRS compliance for retirement plan administration
- Actuarial services
- School board legal issues training for administrators
- Security and vulnerability assessments of schools and school buildings upon district request
- Fire and safety inspections of district and school facilities performed by state certified inspector
- Current Federal and State required notice posters
- Participation in Risk Management Advisory Committee for district staff to make program recommendations, share best practices with other districts, and discuss issues of common concern
- Safety trainings for all school personnel

**Safety equipment for employees**
- Shoes for food service employees
- Back belts for all employees
- Safety ladders for every classroom and office
- Non-slip mats for food service
- Other safety equipment and services deemed necessary by the Risk Management Advisory Committee

**Risk Management/Group Health (Self-Insured)**

*Patrick McDaniel, Risk Manager (850) 638-6131 Ext. 2247 pat.mcdaniel@paec.org*

*Mickey Hudson, Assistant Risk Manager (850) 638 – 6131 Ext. 2302 mickey.hudson@paec.org*

PAEC member districts can participate in self-funded group health insurance, which offers considerable savings and is administered by a third-party administrator, presently Florida Blue.

**Copy Center**

*Patricia Morris, Copy Center Clerk (850) 638-6131 Ext. 2252 pat.morris@paec.org*

The Copy Center provides an array of copying and binding services to meet school district needs.

**School Board Policy**

*Charles Walker, Human Resources Consultant (850) 638-6131 Ext. 2322 charles.walker@paec.org*

This service ensures district school board policies encompass the latest state legislation. Updates are provided twice annually.
Legislative Network
John Selover, Executive Director (850) 638-6131 Ext. 2235  john.selover@paec.org

PAEC Legislative Network is a cooperative legislative and educational program whereby the 14-member districts of the consortium can influence the legislative process more efficiently than on an individual basis and receive timely information to assist with planning and compliances. Through this program, the Consortium serves as a liaison with the Governor’s Office, the Legislature, the Florida Department of Education, and the school districts.

The Legislative Network supports districts by:
- forming linkages with state and local agencies, entities, and organizations which impact education related policies, programs and practices in Florida.
- attending and monitoring meetings of the State Board of Education, Legislature, and various commissions concerned with education.
- keeping member districts informed on actions taken by these entities through regular reports and PAEC website.
- coordinating the development of the Consortium’s annual legislative program/priorities.
- providing quick responses to legislators on questions/concerns about proposed legislation and any other related educational issue.
- assisting in interpreting new or amended legislation.
- answering questions from member districts about current and previous legislation to assist with planning and compliance.

Strategic Planning & Communication Services
John Selover, Executive Director (850) 638-6131 Ext. 2235  john.selover@paec.org

PAEC believes it is critical that districts have a well thought-out, inclusive strategic plan to maximize their budgets, personnel, and student achievement. Annually, PAEC offers districts a full day of strategic planning to enable them to revisit their mission and vision, set goals, and identify tactics to achieve their goals. Districts may also contract with PAEC for strategic planning services unique to their district.

Strategic Communication Training
John Selover, Executive Director (850) 638-6131 Ext. 2235  john.selover@paec.org

This Strategic Communication Training offers in-depth communications training on media relations, successful conversations with staff and faculty, engaging community leaders and keeping an open exchange with families and students. This training may also review a tool kit of communication templates that your district can tailor with your own logos, messaging, etc. including:

- Printed collateral (flyer, poster, mailer, banners or others as appropriate)
- Broadcast (PSA scripts for radio production, sample script for television)
- Social media (several variations of social media messages for Facebook, Twitter and Instagram)
- Press release, talking points, fact sheet

Workshops and additional services, such as branding, can be custom-designed for district needs.
Grant Writing
John Selover, Executive Director (850) 638-6131 Ext. 2235  john.selover@paec.org

Let us help you secure funding to address identified challenges in your district and advance your organization's strategic goals with our effective and efficient grant proposal development process.

Charter Contract Compliance
John Selover, Executive Director (850) 638-6131 Ext. 2235  john.selover@paec.org

The charter contract between a school district and a charter school board is the singular document that outlines the expectations and obligations of the charter school. This document ensures the health and safety of charter school students, mitigates risk in all forms, determines academic and behavioral expectations, and ensures that the charter school remains fiscally responsible with taxpayer dollars. PAEC is here to assist districts in ensuring charter schools are fulfilling their end of the contract. PAEC and the district will co-develop a custom checklist based on the charter contract and then will work to document compliance/non-compliance with each identified contract item. This report will be delivered to district leadership.

“PAEC is working with all member districts to strengthen our network security.”
## Services Project Budget and Resolution Development Timeline

<table>
<thead>
<tr>
<th>Budget Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of current budget and program performance (Project Team)</td>
<td>March</td>
</tr>
<tr>
<td>Review of current budget and program performance (Project Team and Advisory Board)</td>
<td>April</td>
</tr>
<tr>
<td>Draft of new budget (Project Team)</td>
<td>April</td>
</tr>
<tr>
<td>Review of draft budget (Advisory Board)</td>
<td>April</td>
</tr>
<tr>
<td>Budget adjustments, as appropriate</td>
<td>May</td>
</tr>
<tr>
<td>Final review and approval by advisory board</td>
<td>May</td>
</tr>
<tr>
<td>Presentation to Board of Directors for approval</td>
<td>May</td>
</tr>
<tr>
<td>Creation of individual district annual resolutions</td>
<td>May</td>
</tr>
<tr>
<td>Approval by Washington County School Board (Fiscal Agent)</td>
<td>May</td>
</tr>
<tr>
<td>Provide to individual district school boards for approval</td>
<td>May</td>
</tr>
</tbody>
</table>
# PAEC Contacts

## CHIPLEY OFFICE 850.638.6131 Fax 850.638.6134

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Nicely, Database Admin</td>
<td>850.257.7426</td>
<td><a href="mailto:aaron.nicely@paec.org">aaron.nicely@paec.org</a></td>
</tr>
<tr>
<td>Anthony Cooley, Consultant</td>
<td>2279</td>
<td><a href="mailto:anthony.cooley@paec.org">anthony.cooley@paec.org</a></td>
</tr>
<tr>
<td>Beth Johnson, Consultant</td>
<td>2310</td>
<td><a href="mailto:beth.johnson@paec.org">beth.johnson@paec.org</a></td>
</tr>
<tr>
<td>Bonnie Wertenberger, Consultant</td>
<td>2259</td>
<td><a href="mailto:bonnie.wertenberger@paec.org">bonnie.wertenberger@paec.org</a></td>
</tr>
<tr>
<td>Brenda Crough, Consultant</td>
<td>2320</td>
<td><a href="mailto:brenda.crouch@paec.org">brenda.crouch@paec.org</a></td>
</tr>
<tr>
<td>Brian Walters, Analyst</td>
<td>2207</td>
<td><a href="mailto:brian.walters@paec.org">brian.walters@paec.org</a></td>
</tr>
<tr>
<td>Caren Prichard, Consultant</td>
<td>2206</td>
<td><a href="mailto:caren.prichard@paec.org">caren.prichard@paec.org</a></td>
</tr>
<tr>
<td>Clayton Smith, Web Resource Technician</td>
<td>2205</td>
<td><a href="mailto:clayton.smith@paec.org">clayton.smith@paec.org</a></td>
</tr>
<tr>
<td>Cindi Davis, Program Assistant</td>
<td>2319</td>
<td><a href="mailto:cindi.davis@paec.org">cindi.davis@paec.org</a></td>
</tr>
<tr>
<td>Charles Walker, HR Consultant</td>
<td>2322</td>
<td><a href="mailto:charles.walker@paec.org">charles.walker@paec.org</a></td>
</tr>
<tr>
<td>Denise Brock, Program Assistant</td>
<td>2223</td>
<td><a href="mailto:denise.brock@paec.org">denise.brock@paec.org</a></td>
</tr>
<tr>
<td>Donna Doelman, Consultant</td>
<td>2271</td>
<td><a href="mailto:donna.doelman@paec.org">donna.doelman@paec.org</a></td>
</tr>
<tr>
<td>Emily McCann, Consultant</td>
<td>2278</td>
<td><a href="mailto:emily.mccann@paec.org">emily.mccann@paec.org</a></td>
</tr>
<tr>
<td>Faye Yongue, Program Coordinator</td>
<td>2229</td>
<td><a href="mailto:faye.yongue@paec.org">faye.yongue@paec.org</a></td>
</tr>
<tr>
<td>Frances Rogers, Program Assistant</td>
<td>2248</td>
<td><a href="mailto:frances.rogers@paec.org">frances.rogers@paec.org</a></td>
</tr>
<tr>
<td>Gail Obert, Program Assistant</td>
<td>2260</td>
<td><a href="mailto:gail.obert@paec.org">gail.obert@paec.org</a></td>
</tr>
<tr>
<td>Hunter Miller, Technical Assistant</td>
<td>2314</td>
<td><a href="mailto:hunter.miller@paec.org">hunter.miller@paec.org</a></td>
</tr>
<tr>
<td>James Goines, Gateway Coordinator</td>
<td>2253</td>
<td><a href="mailto:james.goines@paec.org">james.goines@paec.org</a></td>
</tr>
<tr>
<td>Dr. Jennifer Adams, Consultant</td>
<td>2310</td>
<td><a href="mailto:jennifer.adams@paec.org">jennifer.adams@paec.org</a></td>
</tr>
<tr>
<td>John Selover, Executive Director</td>
<td>2235</td>
<td><a href="mailto:john.selover@paec.org">john.selover@paec.org</a></td>
</tr>
<tr>
<td>Judy Hall, Program Assistant</td>
<td>2231</td>
<td><a href="mailto:judy.hall@paec.org">judy.hall@paec.org</a></td>
</tr>
<tr>
<td>Katie Foley, Consultant</td>
<td>850.257.7426</td>
<td><a href="mailto:katie.foley@paec.org">katie.foley@paec.org</a></td>
</tr>
<tr>
<td>Kay Brewton, Consultant</td>
<td>2315</td>
<td><a href="mailto:kay.brewton@paec.org">kay.brewton@paec.org</a></td>
</tr>
<tr>
<td>Kris Bray, Consultant</td>
<td>2320</td>
<td><a href="mailto:kris.bray@paec.org">kris.bray@paec.org</a></td>
</tr>
<tr>
<td>Larche Hardy, Consultant</td>
<td>2256</td>
<td><a href="mailto:larche.hardy@paec.org">larche.hardy@paec.org</a></td>
</tr>
<tr>
<td>Latina Broxton, Systems Analyst</td>
<td>2227</td>
<td><a href="mailto:latina.broxton@paec.org">latina.broxton@paec.org</a></td>
</tr>
<tr>
<td>Linda Arrant, Secretary to the Executive Director</td>
<td>2234</td>
<td><a href="mailto:linda.arrant@paec.org">linda.arrant@paec.org</a></td>
</tr>
<tr>
<td>Lucia Esquivel, Administrator of Business Services</td>
<td>2263</td>
<td><a href="mailto:lucia.esquivel@paec.org">lucia.esquivel@paec.org</a></td>
</tr>
<tr>
<td>Dr. Maria Pouncey, Administrator of Instructional Services</td>
<td>2266</td>
<td><a href="mailto:maria.pouncey@paec.org">maria.pouncey@paec.org</a></td>
</tr>
<tr>
<td>Mary Sue Neves, Consultant</td>
<td>2280</td>
<td><a href="mailto:mary.sue.neves@paec.org">mary.sue.neves@paec.org</a></td>
</tr>
<tr>
<td>Mickey Hudson, Assistant Risk Manager</td>
<td>2302</td>
<td><a href="mailto:mickey.hudson@paec.org">mickey.hudson@paec.org</a></td>
</tr>
<tr>
<td>Miranda Green, Bookkeeper</td>
<td>2303</td>
<td><a href="mailto:miranda.green@paec.org">miranda.green@paec.org</a></td>
</tr>
<tr>
<td>Mishelle Hidle, Secretary</td>
<td>2220</td>
<td><a href="mailto:mishelle.hidle@paec.org">mishelle.hidle@paec.org</a></td>
</tr>
<tr>
<td>Mona Ramirez, Consultant</td>
<td>850.896.6428</td>
<td><a href="mailto:mona.ramirez@paec.org">mona.ramirez@paec.org</a></td>
</tr>
<tr>
<td>Pam Carter, Program Assistant</td>
<td>2284</td>
<td><a href="mailto:pam.carter@paec.org">pam.carter@paec.org</a></td>
</tr>
<tr>
<td>Pat Morris, Copy Center Manager</td>
<td>2252</td>
<td><a href="mailto:pat.morris@paec.org">pat.morris@paec.org</a></td>
</tr>
<tr>
<td>Paul Guyer, Facilities Specialist</td>
<td>2276</td>
<td><a href="mailto:paul.guyer@paec.org">paul.guyer@paec.org</a></td>
</tr>
<tr>
<td>Pat McDaniel, Risk Manager</td>
<td>2247</td>
<td><a href="mailto:pat.mcdaniel@paec.org">pat.mcdaniel@paec.org</a></td>
</tr>
<tr>
<td>Phillip Lindsey, Systems Analyst</td>
<td>2329</td>
<td><a href="mailto:phillip.lindsey@paec.org">phillip.lindsey@paec.org</a></td>
</tr>
<tr>
<td>Renee Newsome, Consultant</td>
<td>2310</td>
<td><a href="mailto:renee.newsome@paec.org">renee.newsome@paec.org</a></td>
</tr>
<tr>
<td>Rusty Holmes, Consultant</td>
<td>2240</td>
<td><a href="mailto:rusty.holmes@paec.org">rusty.holmes@paec.org</a></td>
</tr>
<tr>
<td>Scarlet Retherford, Resource Specialist</td>
<td>850.257.7426</td>
<td><a href="mailto:scarlet.retherford@paec.org">scarlet.retherford@paec.org</a></td>
</tr>
<tr>
<td>Scherry Bradford, Consultant</td>
<td>2270</td>
<td><a href="mailto:scherry.brandon@paec.org">scherry.brandon@paec.org</a></td>
</tr>
<tr>
<td>Shandi Payne, Consultant</td>
<td>2226</td>
<td><a href="mailto:shandi.payne@paec.org">shandi.payne@paec.org</a></td>
</tr>
<tr>
<td>Sigi Rodriguez, Network Manager</td>
<td>2314</td>
<td><a href="mailto:sigi.rodriguez@paec.org">sigi.rodriguez@paec.org</a></td>
</tr>
<tr>
<td>Teresa Barfield, Secretary</td>
<td>2313</td>
<td><a href="mailto:teresa.barfield@paec.org">teresa.barfield@paec.org</a></td>
</tr>
<tr>
<td>Veronica Smith, Secretary</td>
<td>2236</td>
<td><a href="mailto:veronica.smith@paec.org">veronica.smith@paec.org</a></td>
</tr>
</tbody>
</table>

## QUINCY OFFICE 850.364.1430 Fax 850.627.9489

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriana Mullis, Recruiter</td>
<td>3202</td>
<td><a href="mailto:adriana.mullis@paec.org">adriana.mullis@paec.org</a></td>
</tr>
<tr>
<td>Dr. Carol Garris, Consultant</td>
<td>3210</td>
<td><a href="mailto:carol.garris@paec.org">carol.garris@paec.org</a></td>
</tr>
<tr>
<td>Emmanuel Cruz, IT Assistant</td>
<td>3211</td>
<td><a href="mailto:emmanuel.cruz@paec.org">emmanuel.cruz@paec.org</a></td>
</tr>
<tr>
<td>Fabiola Garcia, Recruiter</td>
<td>3204</td>
<td><a href="mailto:fabiola.garcia@paec.org">fabiola.garcia@paec.org</a></td>
</tr>
<tr>
<td>Isaac Altamirano, Technical Assistant</td>
<td>3212</td>
<td><a href="mailto:isaac.altamirano@paec.org">isaac.altamirano@paec.org</a></td>
</tr>
<tr>
<td>Marlene Acosta Rodriguez, Consultant</td>
<td>3208</td>
<td><a href="mailto:marlene.acosta@paec.org">marlene.acosta@paec.org</a></td>
</tr>
<tr>
<td>Monica Grimaldo, Recruiter</td>
<td>3203</td>
<td><a href="mailto:monica.grimaldo@paec.org">monica.grimaldo@paec.org</a></td>
</tr>
<tr>
<td>Rita Vazquez, Program Assistant</td>
<td>3214</td>
<td><a href="mailto:rita.vazquez@paec.org">rita.vazquez@paec.org</a></td>
</tr>
</tbody>
</table>