Advancing Schools and Communities for Student Success

Proudly serving the Public School Districts of Northwest Florida since 1967
What is PAEC?

The Panhandle Area Educational Consortium (PAEC) is Florida’s first, 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 who purchase services on a contract basis.

PAEC Strategic Plan

**Mission**
To provide a continuum of services that elevate student achievement throughout 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*
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Letter of Introduction

On behalf of the PAEC Board of Directors and consortium personnel, I’d like to welcome you to our annual services guide! This guide was assembled to provide a comprehensive overview of the PAEC organization and to provide the reader with an overview of our operations, services, and value we bring to our members.

Throughout the year we have engaged in extensive internal and external dialogue about our history, our services/relationships with districts, and our vision for the future. As such, we are proud to unveil in this guide our new mission, a renewed vision, and tag line that help convey who we are and what we are about. Our process in determining our new direction was inclusive, forward looking, and focused on student success. You will also notice a new-look logo, an updated website, and updated outreach materials. We thank everyone who was part of this effort!

2016 Strategic Plan

**Mission**
To provide a continuum of services that elevate student achievement throughout Consortium school districts.

**Vision**
Advancing Schools and Communities for Student Success

**Tagline**
*Every Student, Every Day*

**Goals**
1. PAEC will provide leadership, vision, and shared services to meet the needs of member districts maximizing student achievement.
2. PAEC will leverage partnerships to increase opportunities and access for member districts.
3. PAEC will serve as an advocate and unified voice to promote legislative priorities that benefit member districts.
4. PAEC will develop consistent and professional outcomes to promote its priorities.

Please take some time reading this guide as it provides a summary of our governance, budget, return on investment, important contacts and dates, as well as a summary of our programmatic services.

John T. Selover, Executive Director
About PAEC

What is PAEC?

The Panhandle Area Educational Consortium is Florida’s first, 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 consortiums were created from Legislative action via FS 1001.451.

How does PAEC work?

As a non-profit educational consortium we are able to provide our members with programs and services that 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 individual district needs.

Who makes the decision about which PAEC service to purchase?

Each year local districts review their district’s needs and make decisions about PAEC services. Because district’s needs change every year, a decision about PAEC services also may change every year.

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 often the best, lowest cost option for services. PAEC is also governed by the leaders of the districts we serve; as such, we are able to meet local needs as we have long lasting, deep relationships with our member districts.

How are PAEC services paid for?

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, federal grants, state grants, and more...

How is PAEC governed?

PAEC is governed by a board of directors made up of the Superintendents of each member district. The board meets on a monthly basis. Meeting announcements and minutes are posted on the PAEC website. Meetings are open to the public and a schedule of meetings is included in the governance section of this services guide.

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 at john.selover@paec.org.
A Brief History of the Organization....

The Panhandle Area Educational Consortium, known as PAEC for over 49 years, is a regional educational service organization owned by its member school districts and recognized in Florida Statute 1001.451. The consortium is operated through the PAEC Board of Directors, composed of the school superintendents from the member districts and Washington County School Board, a member district, is its District of Record.

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 will guide our work as our organization continues to grow, lead, and anticipate the changing needs of our districts. The team’s accomplishment is highlighted in the letter of welcome!

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 first regional educational service agency established as a non-profit, non-regulatory organization to provide cooperative, educational services. In July of 1991, Wakulla School District joined the 24 year-old organization as the first new member, and following an act of the 1994 Legislature, Jefferson and Madison counties joined. (Although Bay, due to its size, was no longer eligible to be a member district, this neighboring district continues as a very active participating school district.) Taylor joined the organization under the same legislative authority in December of 1995. On July 1, 2001, Gadsden School District joined the consortium. The newest member is FAMU Developmental Research School which joined July 2013.

Historically, PAEC grew from an early recognition by school district superintendents 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. Jackson and Holmes counties, Washington and Bay counties, and Calhoun, Franklin, Gulf and Liberty counties shared cooperative film libraries, for example.
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 was begun 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 together 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.

The large array of programs and services includes, but is not limited to: professional development, curriculum support services, Florida Diagnostic and Learning Resources System (FDLRS), instructional technology, distance learning, Region I Migrant Education Program services, printing services, FloridaLearns Clearinghouse for educational materials, cooperative purchasing through Association of Educational Purchasing Agencies (AEPA), contracted services, Students with Emotional/Behavioral Disabilities Network (SEDNET), program evaluation services, model school board policies and procedures, Value-Added Model software and support, Risk Management Property/Casualty, employee benefits self-insurance programs, Gateway Educational Computing (payroll and finance), and Student Data Services.

Today, PAEC continues under the leadership of its Board of Directors. The key to the organization and its success is that the responsibility for the consortium is placed directly in the hands of the school superintendents of the districts it serves.
Board of Directors

Joseph Taylor, Chair  
Superintendent, Washington County Schools

Ralph Yoder  
Superintendent, Calhoun County Schools

Dr. Kirk Gavin  
Interim Superintendent, FAMU-DRS

Traci Moses  
Superintendent, Franklin County Schools

Roger Milton  
Superintendent, Gadsden County Schools

Jim Norton  
Superintendent, Gulf County Schools

Terry Mears  
Superintendent, Holmes County Schools

Larry Moore  
Superintendent, Jackson County Schools

Marianne Arbulu  
Superintendent, Jefferson County Schools

David Summers  
Superintendent, Liberty County Schools

Dr. Karen Pickles  
Superintendent, Madison County Schools

Danny Glover, Jr.  
Superintendent, Taylor County Schools

Bobby Pearce  
Superintendent, Wakulla County Schools

Russell Hughes  
Superintendent, Walton County Schools
Governance Meeting Schedule

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.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Workshop</th>
<th>Meeting (local times)</th>
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<td>IFAS, Quincy</td>
<td>9:30 am Eastern</td>
<td>11:30 am</td>
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<td>September 14, 2016</td>
<td>IFAS, Quincy</td>
<td>9:30 am Eastern</td>
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<td>October 26, 2016</td>
<td>FASA, Tallahassee</td>
<td>9:30 am Eastern</td>
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<tr>
<td>November 15, 2016</td>
<td>Conference call</td>
<td>8:30 am Central</td>
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<td>December 8, 2016</td>
<td>PAEC, Chipley</td>
<td>8:30 am Central</td>
<td>New Supt Orientation</td>
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<td>January 25, 2017</td>
<td>IFAS, Quincy</td>
<td>9:30 am Eastern</td>
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<tr>
<td>February 22, 2017</td>
<td>IFAS, Quincy</td>
<td>9:30 am Eastern</td>
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<tr>
<td>April 26, 2017</td>
<td>FASA, Tallahassee</td>
<td>9:30 am Eastern</td>
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<tr>
<td>May TBD</td>
<td>Apalachicola</td>
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<td>TBD</td>
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Leadership Team

Executive Director                                  John Selover
Instructional Services                              Maria Pouncey, Ed.D.
Business Services                                   Lele Sobey
FDLRS (Florida Diagnostic & Learning Resources System) Faye Yongue
SEDNET (Multiagency Network for Students with Emotional/Behavioral Disabilities) Rusty Holmes
Migrant Programs                                    Lucia Esquivel
Gateway Finance                                     James Goines
Cooperative Purchasing                              Larche Hardy
Student Data Services                               Katie Foley

Member and Participating School Districts

- Member Districts
- Participating Districts
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 Board is used to consult and provide guidance on various issues. This guidance includes setting priorities of tasks that have conflicted requirements in order to meet the scheduling needs of the district. The board 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, Suwannee, Taylor, Wakulla, Walton, Washington counties

Professional Development Center Advisory Council

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

The Professional Development Center (PDC) is a comprehensive program of professional learning coordinated and implemented in accordance with Florida’s Professional Development Protocol Standards for member and participating districts. The PDC Advisory Council is comprised of the staff development directors and the curriculum coordinators of our 14 member districts. Its primary focus is to provide a collaborative process of offering continuing education activities designed and delivered which result in the personal and professional growth of educators and, ultimately, in the enhancement of the school experiences for our students. The Committee holds four meetings annually to discuss hot topic issues related to education. Meeting agendas are posted on the PAEC website under Governance.

School districts served: Calhoun, FAMU DRS, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton and Washington counties, FSU Schools-Broward, Florida Virtual School, and the Ohana Institute (Walton County)

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
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<td>January 26, 2017</td>
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<td>8:30 am</td>
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<tr>
<td>April TBD</td>
<td>PAEC</td>
<td>8:30 am</td>
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FDLRS Coordinating Council

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

The FDLRS/PAEC Coordinating Council 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. Meeting agendas are posted on the PAEC website under Governance.

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

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<td>Sandestin</td>
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<td>September 26, 2016</td>
<td>PAEC</td>
<td>9:00 am</td>
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<tr>
<td>December 1, 2016</td>
<td>Bay County</td>
<td>9:00 am</td>
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<tr>
<td>January 26, 2017 (tentative)</td>
<td>PAEC</td>
<td>9:00 am</td>
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<tr>
<td>April 11, 2017 (tentative)</td>
<td>PAEC</td>
<td>9:00 am</td>
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Risk Management Advisory Committee

Pat McDaniel, Risk Manager - (850) 638-6131 Ext. 2247 - pat.mcdaniel@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, Madison, Wakulla, Walton and Washington counties

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<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tr>
<td>May TBD</td>
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<td>TBD</td>
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Student Data Services Advisory Committee

Katie Foley, Research Specialist - (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, FAU DRS, Franklin, Gulf, Hardee, Holmes, Jackson, Jefferson, Liberty, Madison, Suwannee, Taylor, Wakulla, Walton, and Washington counties

District Leader Support Network

Dr. Maria Pouncey, Administrator of Instructional Services - (850) 638-6131 Ext. 2266 - maria.pouncey@paec.org
Lele Sobey, Administrator of Business Services - (850) 638-6131 Ext. 2263 – lele.sobey@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:

- Facilities Directors
- Transportation Directors
- Career and Technical Education Directors
- Human Resource Directors
- Principals
- Guidance Counselors
FY 2015 PAEC Budget

PAEC BUDGET
FISCAL YEAR 2015 - 2016
TOTAL BUDGET $34,906,661

As of May 31, 2016

FY2015 PAEC 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, which shows no instances of noncompliance related to PAEC finances, operations, or federal programs.

District Return on Investment

RETURN ON INVESTMENT
PAEC INSTRUCTIONAL SERVICES PROGRAM
2015-2016

Grant Funding
Secured by PAEC
for Services to
Member Districts
94%
$4,714,253

Member District
Fees
6%
$279,348

RETURN ON INVESTMENT
PAEC TECHNOLOGY SERVICES PROGRAMS
2015-2016

Savings to Districts
through Shared
Tech Services
93%
$6,695,000*

District Fees
7%
$515,000

* Total cost for districts to provide these services individually = $7,210,000
Risk Management Return on Investment

Since 2005 $6,220,594 in retained earnings has been used to reduce the annual school district assessments for insurance renewal premiums.

Since 2008 $2,387,336 in retained earnings has been used to pay for safety items, student catastrophic insurance premiums, fire & safety inspections for districts.

- Catastrophic insurance premiums - $100,000 per year $900,000
- Safety Items - $100,000 per year $900,000
- Fire & Safety Inspections - $73,417 per year $587,336

Total - $2,387,336

Decline in Workers Comp Claims Across Participating Districts
PAEC’s instructional services division and Professional Development Center provides diverse educational services and resources of direct benefit to school districts and educators.

**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 also a one-stop location where educators may view their professional learning transcript over time. Importantly, PAEC’s ePDC provides each district’s administrative team a structure and tracking system for planning, delivery, follow-up, evaluation, and reporting of all professional development. 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.

**proPEL – Promoting Professional Excellence**

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

In response to expressed needs by PAEC member districts, development of a new support program for beginning teachers is underway. 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, will begin in September. The targeted skills are: 1) maintaining high academic expectations; 2) maintaining high behavioral expectations; 3) delivering lessons clearly; and, 4) maximizing instructional time. Also included will be 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.
Distance Learning

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

K-12 English Language Arts (ELA)

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

K-12 ELA professional development is provided to assist teachers and administrators with research-based reading/language arts instruction to meet the expectations of the Florida State Standards (FSA). PAEC’s consultants 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:

- Components of Literacy (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
Add-On Endorsements

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

PAEC offers an add-on Reading Endorsement through a face-to-face or online option 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. The face-to-face Reading Endorsement delivery is provided by the PAEC reading consultant based on individual district request and/or through a district’s reading coach. Completion of each 60 credit hour course, 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)

ESOL Endorsement
Kay Brewton, Consultant - (850) 638-6131 Ext. 2315 - kay.brewton@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, with the integration of the WIDA philosophy and guidelines for 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)
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

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

The Professional Development Center developed and maintains the Master Inservice Plan for PAEC member districts. The Master Inservice Plan includes titles (usually broad) of professional learning offerings, component numbers, a description of the professional development 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 Professional Development Protocol Evaluation System. The structure of the Master Inservice Plan and the correlating courses in the electronic side ensure districts are in compliance with professional learning monitoring and also ensures the appropriate information is accessible at Survey 5.

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 specifically designed to inform while enhancing 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.
Leadership Development

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

The PAEC Leadership Development Program, SAIL 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.

Instructional Technology Support

Anthony Cooley, Instructional Technology Specialist - (850) 638-6131 Ext. 8910 - anthony.cooley@paec.org

Formats:
- Customized Workshops
  - Full or Half-day Trainings
- Hands-on
- Blended Learning
- Online Learning
Topics to include:
Research-based online courses with coursework and facilitation handled in the PAEC Schoology Management System to include:
- Blended Learning integrated with Project Based Approaches
- Preparing for the Mobile Classroom
- 21st Century Assessment techniques
- Collaborative Learning
- Creativity in the Mobile Classroom

Technical Support includes:
- Assistance for teachers developing Florida Standards lesson components to support rigor and prepare students for FSA exam, College and Career Readiness, and Summative Assessments.
- Working with principals and teachers to maximize the use of Learning.com resources.
- Assistance for districts/schools as they embark on the digital conversion process including support and training on the Google, Microsoft Windows 8/10, and/or Apple platforms.

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 provides assistance and support 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.

**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 wanting 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 Master In-Service Plan (MIP).

**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).

**Multiagency Network for Students with Emotional/Behavioral Disabilities - SEDNET 2A**

*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  
Lucia Esquivel, Assistant Migrant Coordinator - (850) 875-3806 - lucia.esquivel@paec.org

The PAEC Migrant Education Program 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.

- 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 Gadsden 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), an infant/toddler child-care center opens for migrant families who have children six weeks through two years old.

- **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.

- **Summer Institute:** If Summer Institutes are available, Migrant Program staff assists migrant families and students in applying.

- **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—depending on translator availability and number of parents—are offered to migrant parents attending parent meetings.

### 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.
PAEC Florida Virtual School Franchise

Bonnie Wertenberger, Manager - (850) 638-6131 Ext. 2259 - bonnie.wertenberger@paec.org
Paula Weeks, Program Assistant - (850) 638-6131 Ext. 2313 - paula.weeks@paec.org

The PAEC-FLVS Franchise serves our member districts by helping them to fulfill their virtual classroom needs. Every district has different needs for their students and virtual courses allow the flexibility to fulfill many of those needs. The following are commonly asked questions about what we can offer you through the PAEC-FLVS Franchise:

How much does PAEC-FLVS charge for their courses? PAEC-FLVS charges $275 per semester credit. The $275 includes the students’ curriculum, textbook, and teacher. This is a considerable savings over other shared-FTE alternatives.

What courses does PAEC-FLVS offer? PAEC can offer any course that FLVS offers (provided we can find a teacher and, given the time, we usually can).

Can a PAEC-FLVS course be used in a blended environment? YES! Whether you have a facilitated lab and PAEC-FLVS provides the curriculum and teacher or you have a teacher and PAEC provides multiple curriculums, we are here to help. The virtual classes offer the ability to accommodate most any situation. Do not be afraid to think out of the box and let us help you resolve your situation.

Can I use other virtual providers? YES! PAEC is not here to replace your current providers. We are only asking for you to choose us for your Florida Virtual School courses.

Can PAEC-FLVS be used for home-schooled students? YES! If a student is registered with your county, they can then use the PAEC-FLVS Franchise for courses. The county would receive the FTE monies for the student to pay for the courses.

What instructors does PAEC-FLVS use for their virtual courses? All of our instructors hold a valid Florida teaching certificate (or an industry certification) in the subject area for which they teach. All instructors are required to be screened through the statewide vendor database. We do our best to hire teachers from our member districts whenever possible. If you have a highly qualified teacher that you would like to recommend to teach the students in your district or in a blended classroom we will gladly train them for virtual school instruction.

How can we help you? There are many ways virtual courses can be implemented. The availability of virtual courses can give your students access to a broader range of curriculum that isn’t possible in the constraints and budgets of a traditional brick and mortar school building. We are happy to hear your ideas and help you come up with a solution to offer coursework that wasn’t available to your students in the past. If you have any ideas or questions about virtual courses please do not hesitate to contact us.
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, Marketing Manager - (850) 638-6131 Ext. 2256 - larche.hardy@paec.org
Judy Hall, Program Assistant - (850) 638-6131 Ext. 2231 - judy.hall@paec.org

The PAEC Cooperative State Purchasing Program saves school district staff time and money by offering a wide array of pre-bid products and services. In 2016 the PAEC cooperative purchasing agency was recognized in State Statute as an acceptable alternative to utilizing DMS! PAEC is Florida’s designated representative with the Association of Educational Purchasing Agencies (AEPA) and, as such, can provide schools, school districts, and other government and non-profit organizations, extraordinary discounts on products and services. 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](http://www.Floridabuy.org) provides easy access to product inventory, pricing, contact information, and bid documents.

**Student Data Services**

Katie Foley, Resource Specialist - (850) 257-7426 - katie.foley@paec.org
[https://paec.zendesk.com](https://paec.zendesk.com)

As Student Data Systems have evolved so have the services offered to districts that subscribe to PAEC Student Data Services program. The expert team at PAEC offer the following services to districts utilizing the Focus School Software Student Information System.
Support

- Knowledgeable help desk support
- Weekly Student Data System Hot Topics Newsletter
- Bi-Weekly Conference 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 Plugins and Programs
- Assessment Score Import Templates, Instructions, and Support
- Software Update Assistance

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 the Focus School Software finance and payroll software application. Services include on-site and telephone consultation, as well as training for district personnel with regard to: initial and continuing implementation of system, operational changes required by software updates, and operational changes per requirements of the Florida Department of Education.
Risk Management/Property Casualty

Patrick McDaniel, Risk Manager - (850) 638-6131 Ext. 2247 - pat.mcdaniel@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 are able to 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 and Secretary)
- 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

Group Health (Self-Insured)

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

PAEC member districts are able to participate in self-funded group health insurance offering considerable savings and is administered by a third-party administrator, presently Florida Blue.

Legislative Network

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

PAEC Legislative Network services is a cooperative legislative and educational program whereby the 14 member districts of the consortium are able to 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 all 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.
- Providing assistance in interpreting new or amended legislation.
- Answering questions from member districts about current and previous legislation to assist with planning and compliance.
Human Resources & Recruitment Services

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

PAEC can provide a wide variety of support to districts in the area of Human Resources including employee recruitment and retention, Human Capital, certification, interview & selection support, and more!

Copy Center

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

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

School Board Policy Updates

Linda Arrant, Secretary to the Executive Director - (850) 638-6131 Ext. 2234 - linda.arrant@paec.org

This service ensures district school board policies encompass the latest state legislation. Updates are provided twice annually.
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Updated June 2016
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