2019-2020

Advancing Schools and Communities for Student Success

SERVICES GUIDE

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 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
Leadership Team ......................................................................................................................... 5
Advisory Committees ................................................................................................................ 6
PAEC Connects (District Leader Support Network) ................................................................. 8
PAEC Customer Service ............................................................................................................. 9
PAEC District Report Card Grades ............................................................................................ 11
Financial Information ................................................................................................................ 12

INSTRUCTIONAL SERVICES
PAEC Annual Summer Leadership Conference ........................................................................ 16
ePDC (electronic Professional Development Connections) ...................................................... 16
Professional Learning Catalogue ................................................................................................ 16
Add-on Endorsement Programs ............................................................................................... 17
Distance Learning ...................................................................................................................... 19
Curriculum Support Services ................................................................................................... 19
Clinical Educator Training ........................................................................................................ 19
Extended Support Services ....................................................................................................... 20
K-12 English Language Arts (ELA) ............................................................................................ 20
K-12 Math .................................................................................................................................... 21
K-12 Science and Computer Coding ......................................................................................... 21
Title IV Student Support and Academic Enrichment ............................................................... 21
Read with Me! ............................................................................................................................ 21
Leadership Academies ............................................................................................................... 22
FDLRS – Florida Diagnostic and Learning Resources System .................................................. 23
SEDNET – Multiagency Network for Students with Emotional/Behavioral Disabilities ............. 24
Migrant Education Program ...................................................................................................... 24
My Virtual Classroom ................................................................................................................ 25

BUSINESS SERVICES
Florida Buy Cooperative State Purchasing ............................................................................... 27
Gateway Finance and Payroll System Support Services .......................................................... 27
Human Resources & Recruitment .............................................................................................. 27
Student Data Services ................................................................................................................. 28
Risk Management ..................................................................................................................... 28
Copy Center ................................................................................................................................. 29
School Board Policy ................................................................................................................ 29
Legislative Network .................................................................................................................. 30
Strategic Planning & Communication Services ....................................................................... 30
Strategic Communication Training ........................................................................................ 30
Grant Writing ............................................................................................................................... 31
Charter Contract Compliance ................................................................................................... 31
Services Project Budget Development Timeline ...................................................................... 32
Staff Contact Information .......................................................................................................... 33
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 consortia were created from legislative action in 1994 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 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, often the best, lowest cost option for services. PAEC is also governed by the superintendents of the member school districts we serve; as such, we are able to 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, federal grants, state grants, and more.

Is PAEC accredited?
Yes. In the spring of 2017, PAEC earned accreditation by AdvancED as an Educational Service Agency (ESA). PAEC is one of only 62 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 announcements 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....

The Panhandle Area Educational Consortium, known as PAEC for over 50 years, is a regional educational service organization owned by its member school districts and recognized in Florida Statute 1001.451. 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. The consortium is operated through the PAEC Board of Directors, comprised of the school superintendents from the member districts. Washington County School District, a member 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 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.

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), and Student Data Services, human resources support, curriculum support, textbook adoption, strategic planning, and strategic communication. New services this year include 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 by AdvancED as an Educational Service Agency. 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 key to the organization and its success continues to be that the responsibility for the consortium is placed directly in the hands of the school superintendents of the districts it serves.

“Being a small, rural district, PAEC provides us with opportunities and resources that we would not be able to participate in otherwise. They are able to bargain and negotiate for our district to ensure that we are able to provide our employees and students with services that we would not be able to provide on our own as a district.”
Board of Directors

Joseph Taylor, Chairman
Superintendent, Washington County Schools

Darryl Taylor, Jr.
Superintendent, Calhoun County Schools

Micheal Johnson
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

TBA
Superintendent, Madison County Schools

Danny Glover, Jr.
Superintendent, Taylor County Schools

Bobby Pearce
Superintendent, Wakulla County Schools

Russell Hughes
Superintendent, Walton County Schools
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 superintendents 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

Leadership Team

Executive Director
John Selover

Instructional Services
Dr. Maria Pouncey

Business Services
Lucia Esquivel

FDLRS (Florida Diagnostic & Learning Resources System)
Faye Yongue

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. Meeting agendas are posted on the PAEC website under Governance.

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

“Our participation is of tremendous value, both in the sharing of resources and in the networking and sharing of knowledge among the districts.”
Risk Management Advisory Committee
*Patrick McDaniel, Risk Manager (850) 638-6131 Ext. 2247  pat.mcdaniel@paec.org*
*Bryan Johnson, Assistant Risk Manager (850) 638-6131 Ext. 2302 bryan.johnson@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, 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
- PAEC Connects-Literacy Council
- PAEC Connects-School Leaders (Principals and Assistant Principals)
- PAEC Connects-Transportation Directors
- PAEC Connects-School Nurses
- PAEC Connects-Gifted & Talented
- PAEC Connects-Safety Officers

“The support provided from all the PAEC special projects teams allows the districts in our consortium the opportunity to pool resources, collaborate, and work together to continuously improve education for all of the students in our 14 districts.”
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.

### State and Federal Grants

- **Quality of service**: 84% Outstanding/very effective, 16% Effective, 0% Needs improvement/unsatisfactory
- **Correspondence to district’s instructional professional development**: 88% Outstanding/very effective, 12% Effective, 0% Needs improvement/unsatisfactory
- **Benefits derived by the district**: 88% Outstanding/very effective, 12% Effective, 0% Needs improvement/unsatisfactory

### Contracted Services

- **Fulfillment of obligations itemized in the contract**: 88% Outstanding/very effective, 12% Effective, 0% Needs improvement/unsatisfactory
- **Quality of service provided, including professionalism of personnel involved**: 96% Outstanding/very effective, 4% Effective, 0% Needs improvement/unsatisfactory
- **Cost efficiency**: 84% Outstanding/very effective, 16% Effective, 0% Needs improvement/unsatisfactory
The compiled evaluation of data from participating district personnel to determine efficacy and quality.

Cost efficiency. Correspondence of professional development to district needs.

Professional Development

- **Professional Development**
  - Outstanding/very effective: 92%, 96%
  - Effective: 8%, 4%
  - Needs improvement/unsatisfactory: 8%, 0%

Cooperative Programs

- **Cooperative Programs**
  - Amount and quality of services received by the district: 88%, 92%
  - Cost efficiency of pooling: 12%, 8%
  - Correspondence of program/activity to district needs: 8%, 8%
PAEC District Academic Performance

PAEC districts continue to improve their school district grade! Six-member districts improved their grade this year and no districts saw declining grades.

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

FY 2018-19 PAEC Budget

FY2018 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 related to PAEC finances, operations, or federal programs.

Financial and Federal Single Audit

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 $9,950,594.00 in retained earnings has been used to reduce the annual school district assessments for insurance renewal premiums.

Since 2008 $3,196,681.00 in retained earnings have been used to pay for safety items, student catastrophic insurance premiums, and fire & safety inspections for districts.

- Student Catastrophic insurance premiums - $100,000 per year $ 1,200,000
- Safety Items - $100,000 per year $ 1,200,000
- Fire & Safety Inspections $ 796,681

Total - $ 3,196,681
Hurricane Michael blew through the Florida Panhandle on October 10, 2018. Eventually, classified as a category 5 hurricane, the storm did substantial damage to the school districts in the PAEC Risk Management program. The school districts of Gulf, Liberty, Jackson, Calhoun suffered the most damage. While, Franklin, Wakulla, Holmes, and Washington school districts were also affected.

Within hours of the passing of the storm, the PAEC Risk Management team was out to assess the damage and offer support to our districts. The number one focus was restoration and clean up. PAEC contacted its insurance broker Arthur J. Gallagher, who brought in the insurance adjusters from Sedgwick to begin the claim settlement process. PAEC Risk Management immediately began assisting the districts with emergency response teams from Belfor USA to assist in clean up and emergency repairs on facilities so that schools could get back in session as soon as possible. The districts also received immediate response from school districts from across Florida, who brought supplies and manpower to assist district maintenance staff. Through the combined efforts of everyone involved, schools in all districts were able to be back in session within a few weeks, though there was still much recovery to go through.

Today, PAEC Risk Management has placed approximately 30 million dollars in the damaged school districts for repair. The recovery process will take several years to be totally completed but, the district staff and PAEC Risk Management staff are proud of the team effort that minimized the impact of the storm on students and their families. The total damage from Hurricane Michael is expected to exceed 60 million dollars.
**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 inservice 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**  
*Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266  maria.pouncey@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 also 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

Kay Brewton, Consultant (850) 638-6131 Ext. 2315 kay.brewton@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 or individuals who are reading certified and/or endorsed. PAEC has committed to providing teachers in member districts a number of 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
Brenda Fondren, Consultant (850) 638-6131 Ext. 2268 brenda.fondren@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

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, writing training

K-12 English Language Arts (ELA)

Brenda Fondren, Consultant (850) 638-6131 Ext. 2368 brenda.fondren@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
Trey Paul, Consultant (850) 638-6131 Ext. 2221 trey.paul@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
Trey Paul, Physics and Computer Coding Consultant (850) 638-6131 Ext. 2221 trey.paul@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
Mary Sue Neves, Consultant (850) 638-6131 Ext. 2280 marysue.neves@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-in-formed 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

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.
Leadership Academies

**PAEC New Teacher Academy (NTA)**
*Brenda Crouch, Consultant (850) 638-6131 Ext. 2320 brenda.crouch@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 Technology Leader Academy (TechLA)**
*John Selover, Executive Director (850) 638-6131 Ext. 2235  john.selover@paec.org*

The PAEC Technology Leadership Academy targets Technology/I.T. Directors, Instructional Technology Staff, Network Administrators, and Technology Support Staff. The academy is a one-year program designed to facilitate PAEC District Staff becoming Certified Educational Technology Leaders. Participants will work to increase skills and knowledge in the following CoSN CETL areas of Leadership & Vision, Understanding the Educational Environment, Managing Technology & Support Resources, and Core Values & Skills.

**PAEC Teacher Leader Academy (TLA)**
*Mary Sue Neves, Consultant (850) 638-6131 Ext. 2280  marysue.neves@paec.org*

PAEC offers a 10-month Teacher Leaders-Aspiring Principals 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.
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 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).

“FDLRS/FIN/SEDNET is very beneficial to our county. I appreciate the assistance and the professionalism of the staff.”
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

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 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
Bonnie Wertenberger, Manager (850) 638-6131 Ext. 2259  bonnie.wertenberger@paec.org
Cindi Davis, Program Assistant (850) 638-6131 Ext. 2319  cindi.davis@paec.org

My Virtual Classroom 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 My Virtual Classroom.

When a district chooses to contract with PAEC it allows students access to virtual curriculum from five different providers: FLVS, Apex Learning, K12/Fuel Education, eDynamic Learning, and Cyber Active. Through the PAEC contract all FTE money for students is retained by the school district. PAEC then invoices the district for student completions at a lower cost than the FTE earned for that student. This is both a cost savings and a loss prevention for the district.

What courses does My Virtual Classroom offer? PAEC can offer almost all courses that the curriculum provider offers.

Can a My Virtual Classroom course be used in a blended environment? YES! Whether you have a facilitated lab and PAEC 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 curriculum or personnel needs.
Can My Virtual Classroom be used for home-schooled students? YES! If a student is registered with your county, they can then use the PAEC My Virtual Classroom curriculum for courses. The county would receive the FTE monies for the student to pay for the courses.

What instructors does PAEC use for their virtual courses? All our instructors hold a valid Florida teaching certificate 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 teaching 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 which 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.
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 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. The PAEC Florida Buy program also offers an online shopping platform that provides an “Amazon-like” platform to, simultaneously search multiple catalog contracts to 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.
Student Data Services
Katie Foley, Consultant (850) 257-7426 katie.foley@paec.org
https://paec.zendesk.com

As Student Data Systems have evolved so have the services offered to the 15 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**
- 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 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
Bryan Johnson, Assistant Risk Manager (850) 638 – 6131 Ext. 2302 bryan.johnson@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
Bryan Johnson, Assistant Risk Manager (850) 638 – 6131 Ext. 2302 bryan.johnson@paec.org

PAEC member districts are able to 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 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 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.

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 single 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 tax payer 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.

“As a small district, we survive due to the services provided by PAEC. It would be cost prohibitive to provide the PAEC services on our own.”
## Services Project Budget and Resolution Development Timeline

<table>
<thead>
<tr>
<th>Budget Action</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>Review of current budget and program performance (Project Team)</td>
<td>February</td>
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<tr>
<td>Review of current budget and program performance (Project Team and Advisory Board)</td>
<td>April</td>
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<tr>
<td>Draft of new budget (Project Team)</td>
<td>April</td>
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<tr>
<td>Review of draft budget (Advisory Board)</td>
<td>April</td>
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<td>Budget adjustments, as appropriate</td>
<td>April</td>
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<tr>
<td>Final review and approval by advisory board</td>
<td>April</td>
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<tr>
<td>Presentation to Board of Directors for approval</td>
<td>April</td>
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<tr>
<td>Creation of individual district annual resolutions</td>
<td>April</td>
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<tr>
<td>Approval by Washington County School Board (Fiscal Agent)</td>
<td>May</td>
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<td>Approval by individual district school boards</td>
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<td>Latina Broton, Systems</td>
<td>Analyst</td>
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<td>Mona Ramirez, Consultant</td>
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<td>Pam Carter, Program</td>
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<td>Rusty Holmes, Consultant</td>
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<td>Sigi Rodriguez, Network</td>
<td>Manager</td>
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<td>Trey Paul, Consultant</td>
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<td>Veronica Smith, Secretary</td>
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<td>Vicki Bennett, Consultant</td>
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<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Adriana Mullis, Recruiter</td>
<td></td>
<td>3202</td>
<td><a href="mailto:adriana.mullis@paec.org">adriana.mullis@paec.org</a></td>
</tr>
<tr>
<td>Angela Davy, Resource</td>
<td>Specialist</td>
<td>3208</td>
<td><a href="mailto:angela.davy@paec.org">angela.davy@paec.org</a></td>
</tr>
<tr>
<td>Eric Almanza, IT</td>
<td>Assistant</td>
<td>3207</td>
<td><a href="mailto:eric.almanza@paec.org">eric.almanza@paec.org</a></td>
</tr>
<tr>
<td>Fabiola Garcia, Recruiter</td>
<td></td>
<td>3204</td>
<td><a href="mailto:fabiola.garcia@paec.org">fabiola.garcia@paec.org</a></td>
</tr>
<tr>
<td>Isaac Altamirano, Technical</td>
<td>Assistant</td>
<td>3211</td>
<td><a href="mailto:isaac.altamirano@paec.org">isaac.altamirano@paec.org</a></td>
</tr>
<tr>
<td>Leewood Shaw, Resource</td>
<td>Specialist</td>
<td>3205</td>
<td><a href="mailto:leewood.shaw@paec.org">leewood.shaw@paec.org</a></td>
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<tr>
<td>Monica Grimaldo, Recruiter</td>
<td></td>
<td>3203</td>
<td><a href="mailto:monica.grimaldo@paec.org">monica.grimaldo@paec.org</a></td>
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<tr>
<td>Rita Vazquez, Program</td>
<td>Assistant</td>
<td>3214</td>
<td><a href="mailto:rita.vazquez@paec.org">rita.vazquez@paec.org</a></td>
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