

**PANHANDLE AREA EDUCATIONAL CONSORTIUM
GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Jackson, Florida**, pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Washington County Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2025, and shall end on June 30, 2026.

WHEREAS, The District has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

WHEREAS, The District agrees to participate along with other participating and member districts in the Gateway Educational Computing Consultants (Gateway) and

WHEREAS, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as approved by the Board of Directors of PAEC as extended to include all the superintendents of districts participating in the Gateway Project.

THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

- I. SERVICES TO DISTRICTS.** The general services to be provided by Gateway are:
- A.** PAEC Gateway Services will comply with all requirements relating to s.119.07, F.S, Florida's public records act.
 - B.** Contracting for software updates, maintenance, and technical assistance.
 - C.** Application of software updates implemented at hosting service.
 - D.** Training of district personnel with regard to:
 - 1. Initial and continuing implementation of system
 - 2. Operational changes required by software updates
 - 3. Operational changes per requirements of the Florida Department of Education.
 - E.** On-site and telephone consultation to provide technical assistance and problem correction.
 - F.** Technical assistance in the maintenance of files to provide long-term records
 - G.** Technical assistance in the operation of data processing equipment necessary to operate the system.
 - H.** Maintenance of disk packs required for software libraries and online user files.
 - I.** Technical assistance in providing required automated files to DOE.
 - J.** Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
 - K.** Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
 - L.** PAEC Gateway staff members will serve as backup Security Administrators to the District's Security Manager. As backup Security Administrators PAEC Gateway staff will provide: 1) security access for new users by creating new accounts and giving access to modules and/or screens, and 2) update security for current users who may change jobs or whose job responsibilities have changed. PAEC Gateway staff will have two individual user IDs/passwords with permissions for system-wide access on product setup, and inquiry only setup on finance and payroll. View only access will ensure security control are maintained. Passwords for these two users will change as set by the district and according to the ISCorp Contingency Plan.

PAEC will also have a PAEC user ID/password that will only be utilized to run jobs sent to the auditor general's office including other scheduled jobs as needed by the district.

II. GOVERNANCE

The PAEC Board of Directors has established the PAEC Gateway Educational Computing Consultants entity to work with districts on their financial data processing needs. As part of its work, the PAEC Gateway Educational Computing Consultants shall have an Advisory Committee. The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan (for staff paid from project budget) and PAEC Overhead Funding Plan.

III. DISTRICT RESPONSIBILITIES

- A. Superintendent will appoint one representative to serve on the Advisory Committee and that person will serve as the primary Finance contact (POC) between PAEC Gateway and the district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- E. Responsible for importing data into system.
- F. Responsible for facilitating internal training to district personnel.
- G. Responsible for setting up two individual IDs and passwords for Gateway staff to serve as backup Security Administrators, as needed. Responsible for setting up the general PAEC user ID and password. District will set permissions for individual users as follows: system-wide access on product setup, and inquiry only setup on finance and payroll. Passwords for these two users will change as set by the district and according to the ISCorp Contingency Plan.
- H. District will have established procedures to include periodic evaluations of all system changes to detect and remedy any unauthorized changes.

- IV. PAEC ASSETS.** Training and Website materials provided by PAEC Gateway are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials remain the property of PAEC Gateway and cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC Gateway.

- V. DISTRICT FINANCIAL PARTICIPATION.** The District will pay for services received through participating in the PAEC Gateway Educational Computing Consultants. All assessments will be based on actual costs incurred, prorated among participants on a base sum of \$18,600.00 plus unweighted FTE. Each participating district hereby agrees to pay a base sum per most recent unweighted FTE 3rd calculation at a rate of \$2.0395027800 /unweighted FTE. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15th.

- VI. TERMS OF AGREEMENT.** The term of this agreement with PAEC Gateway Educational Computing Consultants shall commence as of July 1 of each school year (the "renewal date") and shall end on June 30 of each school year (the "termination date") unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Gateway shall do so effective July 1 unless specified to the contrary.

VII. TERMINATION/SUSPENSION OF AGREEMENT

A. TERMINATION BY DISTRICT

Written notice of intent to withdraw ("Terminate") from the PAEC Gateway Educational Computing Consultants program on district letterhead, signed by Superintendent, at least six months before the June 30 renewal date. If the PAEC Executive Director does not receive timely notice, the contract will automatically renew for one year.

B. SUSPENSION OF SERVICES BY PAEC

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

- Make full payment by October 1st of each year.
- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1st of each year.

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1st).

VIII. ADMINISTRATIVE/STAFFING

PAEC Gateway Services Project is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Gateway Services Project staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Gateway Services Project shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

- IX. EQUIPMENT PURCHASES AND TRANSFERS.** The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above-described services, The District agrees to pay The School Board of Washington County, Florida, fiscal agent and District of Record for PAEC the sum of \$25,165.58 for Gateway Services, the Skyward License Fee of \$34,056.30, and the ISCorp hosting fee of \$13002.02- Qmlativ conversion cost of 9,093.84 a total of \$81,317.74 - payable upon execution of this contract.

BOD approval: April 9, 2025

WCSB approval: April 14, 2025