

**PANHANDLE AREA EDUCATIONAL CONSORTIUM  
INSTRUCTIONAL SERVICES  
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Jackson County, Florida**, pursuant to Florida Statutes 1001.42. (14) and the 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 Jackson County, Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering 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 in the best interest of the district, taxpayers, the education system, and the school children of the participating district, and

**WHEREAS The District** agrees to participate along with other participating and member districts in the PAEC Instructional Services Division and

**WHEREAS PAEC** operates in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Instructional Services Advisory Council and approved by the Board of Directors of PAEC.

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

## **I. SERVICES TO DISTRICTS**

### **A. The Instructional Services division will:**

1. Comply with all requirements of s.119.07, F.S., Florida's Public Records Act.
2. Collaborate with district curriculum and professional learning directors through a PAEC district liaison to assess content assistance needs.
3. Coordinate and facilitate the PAEC Instructional Services Council meetings with district instructional and curriculum administrators, providing opportunities for networking and sharing effective practices and Florida Department of Education updates.
4. Provide technical assistance with the implementation of legislative mandates and FLDOE initiatives and assist, when appropriate, in seeking legislative funding for local initiatives.
5. Support district efforts to align curriculum with Florida's State Academic Standards by:
  - a. Facilitating ongoing implementation of the standards.
  - b. Assisting with resources and materials.
  - c. Analyzing assessment data to identify strengths and weaknesses.
6. Develop and deliver evidence-based workshops for educators, integrating appropriate technology, adult learning principles, and Florida's Professional Learning Standards.
7. Provide professional learning on standards-based instruction, including:
  - a. Analyzing Florida's academic standards and benchmarks.
  - b. Developing standards-aligned learning targets and success criteria.
  - c. Aligning instruction, student tasks, and assessments with academic rigor.
8. Identify and apply research-based strategies and resources to support effective instruction for all students.
9. Collaborate with district personnel to support classroom walkthroughs upon request.
10. Provide classroom support based on walkthrough/observation findings and administrative requests, including modeling best practices and curriculum planning.

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11. Offer online, blended, or in-person professional learning—at no additional cost—for:
  - a. ESOL, Athletic Coaching, and Reading Add-On Endorsement courses
  - b. Classroom Management
  - c. Florida's Reading Multi-Sensory requirement
  - d. Data Analysis
  - e. Clinical Educator Training
12. Provide subject matter experts to assist with identified district needs, such as classroom management, absenteeism, and crisis prevention intervention through face-to-face workshops when applicable.
13. Use a PAEC liaison to conduct needs assessments and develop district-specific support plans with measurable outcomes.
14. Coordinate multi-district professional learning activities in collaboration with district curriculum and literacy contacts.
15. Partner with organizations/agencies to offer professional learning opportunities, handling registration, tracking, and evaluation follow-ups.
16. Collaborate with colleges/universities to share consortium training opportunities.
17. Assist districts/schools in selecting presenters for targeted professional learning.
18. Coordinate key professional events, including:
  - a. Annual Leadership Conference for district and school leadership
  - b. Role-like Cadres/Convenings to include Leadership, Instructional Coaches, Counselors, Content Area teachers, CTE, etc.
  - c. Textbook Adoption Fairs as needed or required by the State.
19. Leverage technology to maximize accessibility and minimize travel when appropriate.

**B. Professional Learning Services, to be included under the Instructional Services division, are as follows:**

1. Professional Learning Coordination & Compliance
  - a. Manage the 5-year Professional Learning Catalog with annual review, revision, and submission for board approval.
  - b. Develop and update add-on endorsement plans, and the Leadership Development Plan as required by FDOE.
  - c. Integrate a standardized electronic Professional Learning Plan (PLP) through the electronic Professional Development Connections (ePDC).
  - d. Utilize PAEC ePDC to ensure participants earn in-service credit for professional learning activities.
  - e. Review and revise the Annual Professional Learning Needs Assessment, ensuring district access.
  - f. Maintain and update electronic Professional Development Connections (ePDC) to meet Florida Statute and FDOE guidelines.
    - i. Continuously revise ePDC for usability and evolving educator/district needs.
    - ii. Provide annual ePDC training for district administrators.
    - iii. Offer PAEC online courses
2. Provide pre-audit technical assistance for Florida's Professional Learning System Protocol site visits.



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**II. GOVERNANCE**

As part of its work, the PAEC Instructional Services Division shall have an Instructional Services Advisory Council. The officers of the Council will be chairperson and co-chairperson. Officers will also be voting members. The term of office will be two (2) years provided the officeholder has been reappointed to the Instructional Services Council by his/her district school board. Nominees for chairperson shall have served a minimum of 12 months prior to nomination. The Council shall assist the PAEC Executive Director in the overall management of PAEC Instructional Services.

**III. DISTRICT RESPONSIBILITIES**

- A. The Superintendent will appoint one representative who will serve as the primary Instructional Services Division contact (POC) between PAEC and the district.
- B. POCs will designate a backup contact.
- C. Responsible for facilitating internal communication regarding available training to district personnel.
- D. Responsible for attending conference calls and training.
- E. Responsible for providing feedback on meeting sites, agenda items, etc.

**IV. PAEC ASSETS**

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

- V. District Financial Participation.** The District will pay for services received through participating in the PAEC Instructional Services. All assessments will be based on actual costs incurred, prorated among participants. Each participating district hereby agrees to pay a sum per most recent unweighted FTE 3<sup>rd</sup> calculation at a rate of \$6.00/unweighted FTE. Reported unweighted FTE is 5,623.52 and the total participation sum is \$33,741.12. 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 October 1.

- VI. TERMS OF AGREEMENT.** The term of this agreement with the PAEC Instructional Services Division 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 a contract with the PAEC Instructional Services Division shall do so effective July 1 unless specified to the contrary.

**VII. TERMINATION OF AGREEMENT**

**A. TERMINATION BY DISTRICT**

Written notice of intent to withdraw (“Terminate”) on district letterhead, signed by the Superintendent from participation in the PAEC Instructional Services contract, must be provided by the participating district to the PAEC Executive Director at least six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not received in a timely manner by the PAEC Executive Director.

**B. SUSPENSION OF SERVICES BY PAEC**

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

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

**VIII. ADMINISTRATIVE/STAFFING**

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

**IX. EQUIPMENT PURCHASES AND TRANSFERS**

The equipment purchased to facilitate the division operation will be vested in the PAEC District of Record, the Washington County School Board, according to the present PAEC Agreement. If the PAEC Instructional Services Division is transferred to another District of Record, all equipment purchased with PAEC Instructional Services Division funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above-described services, The District agrees to pay the District School Board of Washington County, Florida, fiscal agent, and District of Record for PAEC the sum of **\$33,741.12**, payable upon execution of this contract.

BOD approval: April 9, 2025

WCSB approval: April 14, 2025