2023-2024

Advancing Schools and Communities for Student Success

SERVICES GUIDE

Proudly serving the public-school districts of Northwest Florida since 1967


Welcome to the 2023 PAEC Services Guide!

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

At PAEC, we work hard, focus on quality, and are proud of the trust our districts place in us. In 2022, Cognia recognized PAEC as a ‘system of distinction,’ an honor we share with just 38 systems worldwide. This honor was a testament to the hard work of our dedicated and talented staff and the leadership of our board. Our commitment to quality and customer service has also been recognized by our membership. Last year, as in years past, member districts report they are highly satisfied with our services! *This is our most important measure of success.*

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

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

Wishing you a happy and successful school year!

John T. Selover
Executive Director
Accreditation from Cognia is a valuable mark of distinction recognized around the world. Each year, Cognia identifies schools and systems that best exemplify excellence in education and stand out in their service to learners, based on the results of our rigorous accreditation process.
What is PAEC?

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

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
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About PAEC

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

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

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

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

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

**Is PAEC accredited?**
PAEC was first accredited in 2017. PAEC was reaccredited in 2022 and recognized as a ‘system of distinction.’

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

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

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

PAEC originated from recognition by the superintendents that by working cooperatively, they would be able to more cost effectively meet the needs of their students. Long before PAEC was created, individual counties in the panhandle area were cooperating in areas of mutual interest, such as shared media centers, testing programs and special education. For example, Jackson and Holmes counties, Washington and Bay counties, and Calhoun, Franklin, Gulf and Liberty counties shared cooperative film libraries.

In 1959, the Chipola Area Education Project (CAEP) was formed as a result of a NDEA, Title V Grant. This project was established to improve testing, evaluation and guidance services among the following member counties: Calhoun, Gulf, Holmes, Jackson, Liberty, Walton and Washington. Early in 1967, talk began about further cooperation among the CAEP school systems. Under the leadership of Jackson County School Superintendent, John Dekle Milton, a meeting of the school superintendents from the seven counties that made up the CAEP was called, and representatives from Bay and Franklin counties were invited. At this meeting, a plan was formulated for what became the Panhandle Area Educational Cooperative. Nine counties joined to write the proposal for funding under ESEA, Title III. In July 1967, the proposal was approved, and a grant of $103,000 was awarded; thus, the Panhandle Area Educational Cooperative was born. During 1967-68, other supplemental educational centers for rural areas in Florida were funded. However, PAEC is the only originally funded regional educational center that survived.
Current services include, but are not limited to, professional development, curriculum support services, Florida Diagnostic and Learning Resources System (FDLRS), instructional technology, distance learning, Migrant Education Program services, cooperative state purchasing, contracted services, Multiagency Network for Students with Emotional/Behavioral Disabilities (SEDNET), model school board policies, Risk Management Property Casualty, employee benefits self-insurance programs, Gateway Educational Computing (payroll and finance), Student Data Services, human resources support, textbook adoption, strategic planning, 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 for the first time as an Educational Service Agency (ESA) by Cognia (formerly AdvancED). Its continuous improvement model informs not only how we serve our member districts but also focuses on how we continue to improve consortium services. In 2022, PAEC was reaccredited and recognized as a ‘system of distinction’ one of two ESAs recognized worldwide.

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.

[PAEC is] “essential to the success of small districts.”

~2021-22 Evaluation of PAEC Services
 Governance

Board of Directors

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

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

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

PAEC Leadership

Executive Director John Selover
Instructional Services Dr. Maria Pouncey
Business Services Lucia Esquivel
Risk Management Mickey Hudson
FDLRS (Florida Diagnostic & Learning Resources System) Toyka Holden
SEDNET (Multiagency Network for Students with Emotional/Behavioral Disabilities) Rusty Holmes
Gateway Finance & Payroll Phillip Lindsey
State Cooperative Purchasing Tori Baxley
Student Data Services Katie Foley

“The PAEC Consortium and services are an asset to our district. Always available to help with our needs.”

-2021-22 Evaluation of PAEC Services
Board of Directors

Joseph Taylor, Chairman  
Superintendent, Washington County Schools

Steve Benton  
Superintendent, Jackson County Schools

Darryl Taylor, Jr.  
Superintendent, Calhoun County Schools

Eydie Tricquet  
Superintendent, Jefferson County Schools

Micheal Johnson  
Superintendent, FAMU DRS

Kyle Peddie  
Superintendent, Liberty County Schools

Steve Lanier  
Superintendent, Franklin County Schools

Shirley Joseph  
Superintendent, Madison County Schools

Elijah Key  
Superintendent, Gadsden County Schools

Alicia Beshears  
Superintendent, Taylor County Schools

Jim Norton  
Superintendent, Gulf County Schools

Bobby Pearce  
Superintendent, Wakulla County Schools

Buddy Brown  
Superintendent, Holmes County Schools

A. Russell Hughes  
Superintendent, Walton County Schools

“The services provided by PAEC are invaluable to me . . . Information is relevant, updated and staff are readily accessible when needed.”

~2021-22 Evaluation of PAEC Services
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
*Phillip Lindsey, Business Manager (850) 638-6131 Ext. 2329 phillip.lindsey@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, Nassau, Taylor, Wakulla, Walton, and Washington counties

FDLRS Coordinating Council
*Toyka Holden, FDLRS Manager (850) 638-6131 Ext. 2222 toyka.holden@paec.org*

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

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

Professional Development Center Advisory Council
*Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org*

The Professional Development Center (PDC) Advisory Council is comprised of the professional learning 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. The intended outcomes are the personal and professional growth of educators and, ultimately, the enhancement of school experiences and academic outcomes for our students. The group annually reviews, provides input into, and approves the PAEC Professional Learning Catalog. Recommended changes are made, and the document is sent to each district for school board approval. The Council holds four meetings annually to discuss timely issues related to education and professional learning. Meeting agendas are posted on the PAEC website under Governance.


“It has been and is a great partnership. It offers courses that would otherwise be difficult to make available on a regular basis within our district.”

~2021-22 Evaluation of PAEC Services
Risk Management Advisory Committee
*Mickey Hudson, Administrator of Risk Management (850) 638-6131 Ext. 2302 mickey.hudson@paec.org*

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

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

Leadership Cadre
*Kris Bray, Instructional Services Manager (850) 843-8758 kris.bray@paec.org*

The PAEC Leadership Cadre provides research-based guidance and support for our districts to innovatively improve literacy instruction for today’s readers and tomorrow’s leaders. The Leadership Cadre is partnered with the Florida Center for Reading Research (FCRR) and the Regional Educational Laboratory Southeast (REL) to ensure the Cadre is current with all aspects of literacy 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 Leadership Cadre 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, Student Data Systems Manager (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.


“Excellent services from all I have been involved with.”

~2021-22 Evaluation of PAEC Services
PAEC Connects (District Leader Support Network)

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:

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

- Career Technical Education (CTE)
- School Leaders (Principals and Assistant Principals)
- School Counselors/Social Workers

BUSINESS
Lucia Esquivel, Administrator of Business Services (850) 638-6131 Ext. 2263 lucia.esquivel@paec.org

- Human Resource Directors
- Information Technology Directors and Specialists

RISK MANAGEMENT
Mickey Hudson, Administrator of Risk Management (850) 638-6131 Ext. 2302 mickey.hudson@paec.org

- Facilities Directors
- Transportation Directors
- Safety Officers

“PAEC is very helpful in answering questions, providing adequate resources and following up to ensure the questions have been fully answered.”

~2021-22 Evaluation of PAEC Services
PAEC districts continue work to improve their academic performance and graduation rates! We congratulate our hard-working districts, especially district leadership, school leadership and all of their talented and dedicated teachers and support staff! Pursuant to Florida Department of Education Emergency Order No. 2020-EO-1, district accountability grades were not issued in 2019-20. Pursuant to Florida Department of Education Emergency Order No. 2021-EO-02, school districts were provided the flexibility to opt in to have their 2020-21 school grade or school improvement rating officially recorded. Congratulations to Liberty and Walton County school districts for achieving an A for 2021-22!!

PAEC districts take 3 of 5 top positions in state 2021-22 graduation rates! Wakulla #2 at 97%, Walton #3 at 96.7%, and Calhoun #5 at 93.6%!!

“PAEC provides the content and quality trainers for a majority of our professional development needs. It is an asset to have subject area experts on the team.”

~2021-22 Evaluation of PAEC Services
PAEC welcomes feedback on our services from customers in its member districts by completing an annual evaluation. Below are the evaluation results of services PAEC provided in 2021-22.

"PAEC communicates with our district continuously to evaluate and address our needs. We appreciate their service to our district."

~2021-22 Evaluation of PAEC Services
“PAEC supports our teachers with personnel as well as high quality professional development to ensure our teachers are endorsed.”

~2021-22 Evaluation of PAEC Services
**PAEC Financial and Federal Single Audit**

PAEC staff strive to be good stewards of the consortium’s financial resources and to carry out program objectives with fidelity. This is reflected in the most recent published audit report by the state Auditor General related to PAEC finances, operations, or federal programs. [https://www.paec.org/site/files/2023-124.pdf](https://www.paec.org/site/files/2023-124.pdf)

“Great employees who are ALWAYS willing to assist our school districts with anything we need.”

~2021-22 Evaluation of PAEC Services
Florida Buy State Cooperative Purchasing
Revenue Trends

The PAEC “Florida Buy State Cooperative Purchasing Program” is recognized by the Florida Legislature as a purchasing option under the 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).”

“I am thankful for the opportunities provided by these entities.”

~2021-22 Evaluation of PAEC Services
PANHANDLE AREA EDUCATIONAL CONSORTIUM

Risk Management Return on Investment

Since 2005, $14,850,594.00 in retained earnings has been used to reduce the annual school district assessments for insurance renewal premiums.

Since 2008, $4,216,945.00 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 $ 1,600,000
- Safety Items - $100,000 per year $ 1,600,000
- Fire & Safety Inspections $ 1,016,945

Total - $4,216,945

“Staff are available to support our needs in a friendly manner.”

~2021-22 Evaluation of PAEC Services
Instructional Services

PAEC’s instructional services division and Professional Development Center provides diverse educational services and resources of direct benefits 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) provides opportunities for educators to meet professional learning requirements, such as add-on endorsements, various levels of leadership development, new teacher development, clinical educator, and book studies on key topics to name a few, and acquire in-service points. Professional learning opportunities and the subsequent implementation and evaluation activities may be entered at the school, district, or consortium levels. Educators register in the ePDC, and completion is recorded when all requirements are met. The ePDC provides a structure to ensure professional learning meets the requirements of Florida’s Professional Learning Standards.

Importantly, educator professional learning transcripts are maintained in the ePDC and accessible continuously. This allows system users to track inservice credits toward certificate renewal, as well as professional learning of non-certificated personnel. The system’s capacity to sort professional learning by specific categories gives all stakeholders the ability to easily determine whether reading, ESOL, or ESE requirements have been met. Inservice credit not used for renewal and in specific areas such as reading or ESOL may be banked for future use. Educators may easily see the number of points banked by their district.

In addition, a professional learning needs assessment is available for district and school use in identifying topics for targeted professional learning. A broad range of reports may be generated, and districts making full use of the system’s capabilities may identify professional learning that is supported with specific funds, that addresses selected topics, identify personnel who have registered, attended, and completed learning activities, those who have accrued points toward necessary endorsements, and a variety of other indicators. PAEC extracts and reports data information for all approved professional learning components as required by the FDOE Information Database Requirements: Volume II- Automated Staff Information System pursuant to Section 1008.385(2), F.S., and Rule 6A-1.0014, F.A.C.

**Professional Learning Catalog**

*Kris Bray, Instructional Services Manager (850) 843-8758 kris.bray@paec.org*

The Professional Development Center works closely with districts to develop and maintain the Professional Learning Catalog. The Professional Learning catalog contains the board-approved components or key categories for professional learning. Components must include title, maximum number of inservice points possible for the component, a description of key objectives for learning, how the component will be delivered, implemented, the learning supported, and the impact of learning evaluated. Key indicators required by F.S. 1012.98 and Rule 6A-5.071, F.A.C. are addressed.
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
*Kris Bray, Instructional Services Manager (850) 843-8758 kris.bray@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 several opportunities to earn a reading endorsement via the modality that best meets the individual teacher’s needs. Completion of the five competencies named below and totaling 300 credit hours, is required for the add-on Reading Endorsement.

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

Driver Education/Traffic Safety Endorsement
*Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org*

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

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

Athletic Coaching/Sports Medicine Endorsement
*Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org*

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

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

Toyka Holden, Program Manager (850) 638-6131 Ext. 2222 toyka.holden@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 Moodle. PAEC offers at least two courses per year.

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

Autism Endorsement

Toyka Holden, Program Manager (850) 638-6131 Ext. 2222 toyka.holden@paec.org

PAEC offers an Autism add-on Endorsement for PDC member districts. The program includes three modules, 80 hours each, for a total of 240 credit hours, which cover assessment, diagnosis, behavior analysis, positive behavior supports, assistive technology, communication systems, and field experience (embedded in each course). Participants must complete all three modules. The add-on endorsement is designed for teachers who currently hold a bachelor’s or higher degree with a certification in any exceptional student education area.

Autism Endorsement Competencies
- Nature and Needs, Assessment, and Diagnosis of Autism Spectrum Disorders with Field Experience
- Augmentative/Alternative Communication Systems and Assistive/Instructional Technology for Students with Autism Spectrum Disorders with Field Experience
- Applied Behavior Analysis and Positive Behavior Supports for Students with Autism Spectrum Disorders with Field Experience

ESOL Endorsement

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

PAEC offers an add-on English to Speakers of Other Languages (ESOL) Endorsement track through a variety of delivery methods such as face-to-face, blended, and online. All courses are developed focused on the latest research-based strategies in the ESOL field that address the state of Florida Teacher Standards for ESOL Endorsement; Rule 6A-4.02451. All courses are also aligned with WIDA’s standards, Guiding Principles, and Can-Do Descriptors. The ESOL endorsement meets the requirements for Category I teachers, who are responsible for teaching language instruction or reading (Elementary K-6, English, Language Arts, Reading, and Exceptional Student Education). The blended delivery method uses virtual online meetings (Zoom) with the consultant and allows participants to interact during the sessions, accompanied by follow-up coursework that is completed in our learning management system (Schoology). Each course is a 60-hour credit course totaling 300 credit hours for the ESOL Endorsement.

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

Additional ESOL Courses
- ESOL for Category III Teachers (18 credit hours)
- ESOL for Guidance Counselors (60 credit hours)
- ESOL for Administrators (60 credit hours)
Virtual Learning

Dr. Maria Pouncey, Administrator of Instructional Services (850) 638-6131 Ext. 2266 maria.pouncey@paec.org
Katrina Roddenberry, Consultant (850) 638-6131 Ext. 2315 katrina.roddenberry@paec.org

PAEC uses virtual 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 virtual learning professional development models offer cost savings to districts by reducing teacher out-of-class and travel time. A full menu of virtual learning offerings may 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 and 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, and teachers to identify next steps.

Clinical Educator Professional Learning

Katrina Roddenberry, Consultant (850) 638-6131 Ext. 2315 katrina.roddenberry@paec.org

PAEC Clinical Educator professional learning was revised and approved by FLDOE in 2018 and is designed to assist experienced educators as they support and mentor developing professionals. This professional learning opportunity is available as a two-day face-to-face workshop or as a four-afternoon series via ZOOM. The program is focused on supporting Florida Academic Standards-driven instruction through content planning, evidence collection, and evidence-based feedback discussions. During the workshop, 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, observation walk-throughs, and writing training.

K-12 English Language Arts (ELA)
Yvette Lerner, Consultant (850) 638-6131 Ext. 2313 yvette.lerner@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 Support
- Literacy Across Disciplines
- Close Reading
- Writing Literacy
- Data Study
- Program and Intervention Support
- Next Steps

K-12 Math
Kysha Hopkins, Consultant (850) 638-6131 Ext. 2290 kysha.hopkins@paec.org
Mona Ramirez, Consultant (850) 638-6131 Ext. 2282 mona.ramirez@paec.org

The PAEC K-12 math consultants are available to support standards-driven mathematics instruction across PAEC member districts. Services available include professional learning opportunities to support B.E.S.T. standards by grade-level and 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 as well as assistance to paraprofessionals in mathematics classrooms.
**K-12 STEM**

*Katrina Roddenberry, Science and General STEM Consultant, (850) 638-6131, Ext. 2315 katrina.roddenberry@paec.org*

*Kysha Hopkins, Math Consultant, (850) 638-6131, Ext. 2290 kysha.hopkins@paec.org*

The PAEC K-12 STEM consultants are available to support standards-driven science and math instruction across a variety of content courses. Services include curriculum mapping, support in identifying resources and hands-on activities aligned to specific content benchmarks, classroom walkthroughs and debriefing, and instructional modeling. The consultants also provide support for teachers interested in becoming certified in computer science or developing a robotics team.

**Title IV Student Support and Academic Enrichment**

*Dr. Maria Pouncey, Project Contact (850) 638-6131 Ext. 2266 maria.pouncey@paec.org*

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

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

School districts are provided with support for Title I Part A Needs Assessment, project application, amendments, monitoring, training, and resources to provide the proper provision of services.

**Progress Monitoring**

*Dr. Maria Pouncey, Project Contact (850) 638-6131 Ext. 2266 maria.pouncey@paec.org*

*Kris Bray, Instructional Services Manager, (850) 843-8758 kris.bray@paec.org*

*Progress Monitoring Implementation Support for Small and Rural Districts* will fund activities designed to support district and school administrators and teachers as Florida schools transition to the *Florida Assessment of Student Thinking Plan (F.A.S.T.)*. When the plan is implemented, real-time student data will be obtained through three assessments slated to be given in fall, winter, and spring. The Panhandle Area Educational Consortium’s project will support FDOE’s implementation of the VPK-Grade 8 Coordinated Screening and Progress Monitoring System through a variety of regional and site-based professional learning opportunities during which district and school administrators and teachers will learn to use the progress monitoring assessment platform(s) to administer assessments, understand new testing policies and procedures, and access data reports. After the first assessment cycle, the PAEC team will assist administrators and teachers in analyzing and using state and local progress monitoring data to identify gaps and successes toward achieving Florida’s *B.E.S.T. Standards for English Language Arts and Mathematics* benchmarks and *Florida Early Learning Developmental Standards*, identifying evidenced-based strategies/interventions to close identified learning gaps or to accelerate students, and using data to gauge implementation impact. Educators will also receive support needed to fully implement *Florida’s B.E.S.T. Standards for English Language Arts and Mathematics* – understanding academic demands of grade-specific benchmarks and ways mastery may be demonstrated/assessed. Schools identified for RAISE Intensive Support will receive highest priority for project participation followed by RAISE Schools and then other schools.
Embry Riddle Aeronautical University Partnership with PAEC  
*Katrina Roddenberry, Consultant (850) 638-6131 Ext. 2315 katrina.roddeberry@paec.org*

The Embry-Riddle Aeronautical partnership with PAEC provides outreach to PAEC member and participating districts from Escambia to Taylor-Madison. The partnership project, funded by Embry-Riddle Aeronautical University, allows a significant level of collaboration with the Embry-Riddle Aeronautical University Gaetz Aeronautical Institute Regional Manager. The regional manager identifies schools that are interested in offering ERAU middle and high school programs and/or courses (which may be offered as dual enrollment) and works with district and school administrators to ensure program information is timely and accurate. In addition, direct support is provided for teachers of those programs. Support is in the form of equipment, such as drones, and technical assistance. The program also supports SeaPerch Robotics competition and provides SeaPerch ROV and toolkits at no cost to interested teachers. Each fall a SeaPerch training brings veteran and new teachers together to learn about the program competition and ROV assembly basics. Each spring PAEC, the FloridaLearns Foundation, and ERAU host the Northwest Florida Regional SeaPerch Competition. Winners become qualifiers for the International SeaPerch Competition. The 2023 Regional winners from Navarre High School placed first in the design category and 9th overall at the international competition. The partnership also funds a series of regional summer STEM Challenges for students.

**Leadership Academies**

**PAEC New Teacher Academy (NTA)**  
*Katrina Roddenberry, Consultant (850) 638-6131 Ext. 2315 katrina.roddeberry@paec.org*

In response to an expressed need by PAEC member districts, PAEC developed a support program for beginning teachers. The program consists of two and three-day orientation workshop options 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. Specific programs are in place to address professional learning needs of new teachers who are college of education graduates and those who are not college of education graduates. Both programs include 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)**  
*Eileen McDaniel, Consultant eileen.mcdaniel@paec.org*

PAEC Principal Leadership Academy (PLA), is a 15-month program that targets principals and assistant principals to build their capacity as transformational instructional leaders based on Florida’s Principal Leadership Standards (6A-5.080, Florida Administrative Code). This program is designed to support the development of true instructional leaders, characterized by research, as those who understand the interconnected areas of instruction, curriculum, and assessment in optimizing student learning, and balance instructional leadership with operational leadership responsibilities (Marzano and Toth, 2020). Key program goals are to provide awareness, professional learning, and support for developing school leaders in small, rural school districts and to create learning communities to support highest student achievement. Upon completion of the 15-month program, participants will earn a Level II Certificate of Completion to be submitted to their school district’s certification office and it will be sent to FLDOE to have “School Principal” added to their Florida Educator Certificate.
PAEC Teacher Leaders-Aspiring Principals (TLAP) Academy
Eileen McDaniel, Consultant  eileen.mcdaniel@paec.org

PAEC offers a 10-month Teacher Leaders-Aspiring Principals (TLAP) program for teachers interested in becoming a future administrator. TLAP offers a variety of valuable opportunities for teacher leaders to have hands-on experiences 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. Participants engage in professional development that includes both leadership and technical training aligned with Florida’s Principal Leadership Standards (6A-5.080, Florida Administrative Code) and district leadership competencies. Pursuing school leadership provides the opportunity to make a direct impact on school culture and positively influence instructional quality, which will result in improved outcomes and higher long-term success for students.

Florida Diagnostic & Learning Resources System (FDLRS)
Toyka Holden, FDLRS Manager (850) 638-6131 Ext. 2222  toyka.holden@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 young children who are potentially eligible for services under IDEA and links them with needed services.
• PARENT & FAMILY SERVICES: FDLRS Parent & Family Services provides information, training, and support to districts and families to promote effective parent participation in the education of children with disabilities or exceptionalities.
• HUMAN RESOURCE DEVELOPMENT: FDLRS HRD provides a vast array of instructional, behavioral, and compliance professional learning opportunities in addition to technical assistance for educators working with students with disabilities or exceptionalities.
• TECHNOLOGY: FDLRS Technology provides assistive and instructional assistance and support in the appropriate use of a variety of technologies for students, teachers, professional staff, and parents.

Professional Development Offered by FDLRS Associate Centers

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

The Professional Development Alternatives (PDA) online modules provide comprehensive, high quality, and accessible professional learning for Florida educators who want to improve their skills in responding to the needs of all students. Coordinated through the FDLRS Network, the PDA Program is available free of charge to all Florida educators. Many of these modules support the new recertification requirements when appropriately coded under Exceptional Student Education in the local Professional Learning Catalog.
SEDNET 2A-Multiagency Network for Students with Emotional/Behavioral Disabilities
Rusty Holmes, Project Contact (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 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
Rita Vazquez, Resource Specialist (850) 364-1430 Ext. 3214 rita.vazquez@paec.org

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

• Identification/Recruitment: Perform outreach to identify and recruit migrant families in the area. Recruiters visit farms, packing houses, nurseries, and establish contact with various places to ensure that they reach out to families coming into the service area.
• Advocacy: Assist migrant families with school registration, IEP meetings, parent/teacher conferences, SNAP registration, research for resources, meet with counselors, principals, etc.
• Interstate and Intrastate Coordination: Establish contact with other migrant programs, school districts to obtain school/health records, or to seek additional resources for families.
• Health Services: Provide health screenings in county during the summer school program for eligible migrant families. Assist migrant families in scheduling appointments for physicals and any other health issue during the year. Assist migrant families in applying for health insurance, Medicaid etc.
• Social Services: Translate for migrant families seeking assistance from various social service agencies. Provide referrals and work as a liaison to other social service agencies for migrant families.
• Nutrition: A small food bank is maintained throughout the year. Assist migrant families in applying for WIC, Medicaid, and SNAP. Ensure that food service is available in summer school programs. Ensure migrant students receive free/reduced meals during the school year.
• Transportation: Transportation is based upon need. School district transportation is offered during the school year. Students attending the migrant summer school program in Leon and Gadsden counties are provided transportation through the district.
• Early Intervention: Afterschool tutorials, Saturday tutorials, in-home tutorials, and summer programming are offered to migrant students if funding is available. In addition, Migrant Academic Advocates review grades, attendance, and discipline records for each migrant student throughout the year to determine needed interventions. Migrant Academic Advocates also research available resources that can supplement existing resources. Assistance with pre-k registration is provided to migrant parents to ensure migrant pre-k students attend an early-childhood program. During the summer months (6 weeks), dependent upon funding an infant/toddler childcare center opens for migrant families who have children six weeks through two years old through a partnership with RCMA.

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

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

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

My Virtual Classroom
Katrina Roddenberry, Director (850) 638-6131 Ext. 2315 katrina.roddeberry@paec.org
Dr. Carol Garris, ESE and ELL Consultant (850) 638-6131 Ext. 3210 carol.garris@paec.org
Cindi Davis, Resource Specialist (850) 638-6131 Ext. 2319 cindi.davis@paec.org

Why is My Virtual Classroom, FLVS Franchise at PAEC an important option?

• Meeting Student Needs – Available curricula enhances schools’ ability to meet the learning needs of all students and add depth and breadth to the onsite curriculum. Students have opportunities to take courses that districts may not have the capacity to offer due to limited enrollment or lack of a certified teacher.

• Saving District Funds - My Virtual Classroom is a cost saving measure! Using the contract makes it possible for school districts to retain FTE funds for students who opt to participate in available virtual learning opportunities

• Allowing Flexible Scheduling - Faculty members are available to provide student support during the school day, as well as outside normal school hours.

What courses does My Virtual Classroom at PAEC offer?
My Virtual Classroom offers most courses available from the following virtual learning providers: FLVS, Apex Learning, K12, eDynamic Learning, and Cyber Active. The franchise also offers foreign languages (Spanish, French, and Chinese) and students are encouraged to earn the Florida Seal of Biliteracy. The franchise offers all social studies and English/Language Arts advanced placement courses as well as AP Biology and Environmental Science. A large variety of CTE courses and complete CTE pathways are available. If your students have a specific course need, please ask! We’ll work to find a certified instructor to help you meet your students’ needs.
Are My Virtual Classroom courses suitable for blended learning?

ABSOLUTELY! Schools having an on-campus lab setting and a facilitator obtain positive outcomes. We are flexible and can provide both curriculum and instruction or you may opt to use your teacher and the curriculum we provide. The curriculum may be used in total or in part by your instructor. Possibilities are almost endless, so don’t be afraid to think outside the box! We’ll be more than happy to consult with your team to make your goals reality and whatever you choose, we are here to provide support!

Are My Virtual Classroom courses suitable for home-schooled students?

YES, and it is win-win for the district! Home-schooled students, who are registered in your district, may use My Virtual Classroom to receive high-quality instruction AND the district receives FTE funds for students who complete courses.

What about My Virtual Classroom instructors?

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

If you have ideas or questions about virtual learning and the possibilities it affords to meet the needs of all students, we’d love to hear from you.
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, Safety Specialist, 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, Cyber Liability and Crime
- Catastrophic Student Insurance for all students and athletes
- Information on legislative changes related to risk management and safety
- Legal services through general counsel
- Consulting services
- Lawsuit management and mediation services
- Claims management and service
- Technical assistance with IRS compliance for retirement plan administration
- Actuarial services
- School board legal issues training for administrators
- Security and vulnerability assessments of schools and school buildings upon district request
- Fire and safety inspections of district and school facilities performed by state certified inspector
- Current Federal and State required notice posters
- Participation in Risk Management Advisory Committee for district staff to make program recommendations, share best practices with other districts, and discuss issues of common concern
- Safety trainings for all school personnel

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

**Group Health (Self-Insured)**

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

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 State Cooperative Purchasing Program

Tori Baxley, Cooperative Purchasing Specialist (850) 638-6131 Ext. 2257 tori.baxley@paec.org

Florida Buy State Cooperative Purchasing Program works with all Florida K-12 schools, higher education, city and county government, other public sector agencies, and non-profit organizations to save time and money on procurement processes. The program is an initiative of the Panhandle Area Educational Consortium (PAEC) in partnership with Heartland Educational Consortium (HEC) and North East Florida Educational Consortium (NEFEC) and is authorized under F.S. 1001.451 (3). The Florida Buy State Cooperative Purchasing Program leverages the combined purchasing power of 29 states through an exclusive membership with the Association of Educational Purchasing Agencies (AEPA) to solicit national contracts with major corporations and manufacturers at greatly discounted prices. Florida Buy also issues RFPs for state-wide contracts to support not only consortia schools but all 67 school districts and other eligible entities in Florida.

The PAEC Florida Buy State Cooperative Purchasing Program also offers an online shopping platform that provides an “Amazon-like” shopping experience to simultaneously search multiple catalog contracts and find the very best pricing on office, custodial, and technology products. In addition, if a district has a specific need for a product or service not presently offered through the program, PAEC responds quickly to acquire new purchasing agreements and alternative contracts to meet the district’s specific need for products or services. The contracts managed through the program are awarded by the Washington County School District in Chipley, Florida, which serves as the fiscal agent for PAEC. The cooperative purchasing website: www.floridabuy.org provides easy access to product/services inventory, pricing, and procurement documents.

Gateway Finance and Payroll System Support Services

Phillip Lindsey, Business Manager (850) 638-6131 Ext. 2329 phillip.lindsey@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 include but are not limited to: facilitating network and sharing of best practices, assisting in planning and coordinating targeted professional development, and serving as a liaison with the Florida Department of Education Recruitment Development and Retention Office.
**Student Data Services**

*Katie Foley, Student Data Systems Manager (850) 257-7426  katie.foley@paec.org*  
*https://paec.zendesk.com*

As Student Data Systems have evolved so have the services offered to the 16 districts that subscribe to PAEC Student Data Services. Today each district that subscribes to PAEC Student Data Services receives the following services with the Focus Student Information System:

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

**Training**
- On-Site Training
- Set up and Troubleshooting New Features
- 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

**School Board Policy**

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

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

**Legislative Network**

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

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

The Legislative Network supports districts by:
- forming linkages with state and local agencies, entities, and organizations which impact education-related policies, programs, and practices in Florida.
- attending and monitoring meetings of the State Board of Education, legislature, and various commissions concerned with education.
- keeping member districts informed on actions taken by these entities.
- coordinating the development of the consortium’s annual legislative program/priorities.
- providing responses to legislators on questions/concerns about proposed legislation and any other related educational issue.
- assisting in interpreting new or amended legislation.
- answering questions from member districts about legislation to assist with planning and compliance.
## Support Services Project Budget and Contract Development Timeline

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<th>Budget Action</th>
<th>Timeline</th>
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<tr>
<td>Review of current budget and program performance (Project Team)</td>
<td>March</td>
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<tr>
<td>Review of current budget and program performance (Project Team and Advisory Committee)</td>
<td>March</td>
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<tr>
<td>Draft new project budget (Project Team)</td>
<td>March</td>
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<tr>
<td>Review of draft project budget (Advisory Committee)</td>
<td>April</td>
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<tr>
<td>Final budget and contract review and approval by Advisory Committee</td>
<td>April</td>
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<tr>
<td>Presentation of budgets and contracts to PAEC Board of Directors for approval</td>
<td>April</td>
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<tr>
<td>Approval by Washington County School Board (PAEC Fiscal Agent)</td>
<td>May</td>
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<tr>
<td>Provide contracts to individual districts for school board approval</td>
<td>May</td>
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