

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Brevard County School District	<b>2 PROJECT NUMBER</b> 050-1240E-1C002	
<b>3 PROJECT/PROGRAM TITLE</b> State Regional Literacy Director Tamra Thatcher  <p align="right"><b>TAPS 21A154</b></p>	<b>4 AUTHORITY</b> <b>84.425D CARES ACT</b> <b>USDE or Appropriate Agency</b>  <b>FAIN#: S425D200052</b>	
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 09/01/2020 - 07/31/2022 Program Period: 09/01/2020 - 07/31/2022	
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:       \$166,595.39 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:           \$166,595.39	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance	
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>07/31/2022</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>09/20/2022</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>06/30/2022</u></span></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>• Date(s) for program reports:</li> <li>• Federal Award Date : <span style="float: right;">05/29/2019</span></li> </ul>		
<b>10 DOE CONTACTS</b> <b>Program:</b> Rebecca Mead <b>Phone:</b> (850) 245-5060 <b>Email:</b> <a href="mailto:Rebecca.Mead@fldoe.org">Rebecca.Mead@fldoe.org</a> <b>Grants Management:</b> Unit A (850) 245-0496	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>Duns#:</b> 364622886 <b>FEIN#:</b> F596000522003	
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>• For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.</li> <li>• All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>• All travel and office expenses must be pre-approved by the Just Read, Florida office.</li> </ul>		
<b>12 APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p align="center"><i>Rebecca Mead</i></p> <p align="center">Authorized Official on behalf of Richard Corcoran Commissioner of Education</p> </div> <div style="width: 45%; text-align: center;"> <p><u>10/23/2020</u></p> <p>Date of Signing</p> </div> <div style="width: 10%; text-align: right;">  <p align="right">FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small></p> </div> </div>		

**INSTRUCTIONS  
PROJECT AWARD NOTIFICATION**

- 1** Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2** Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3** Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4** Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5** Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6** Project Periods: The periods for which the project budget and program are in effect.
- 7** Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8** Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9** Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10** DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11** Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12** Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

# INTERAGENCY PERSONNEL ASSIGNMENT AGREEMENT

THIS AGREEMENT is made and entered into by and between

**THE FLORIDA DEPARTMENT OF EDUCATION**  
(hereinafter referred to as “the Department”),  
an agency of the State of Florida

and

**BREVARD PUBLIC SCHOOLS**  
(hereinafter referred to as “Home District”),  
a political subdivision of the State of Florida

WHEREAS, the above-described parties (hereinafter referred to as “the Parties”) desire to enter into this Interagency Personnel Assignment Agreement (hereinafter referred to as “Agreement”) to carry out the provisions of Part 3 of Florida’s CARES Act plan; and

WHEREAS, the purpose of this Agreement is to retain the services of **Tamra Thatcher** as a State Regional Literacy Director (hereinafter referred to as “Director”) in order to build capacity in reading by providing targeted services and supports to schools and school districts with the largest reading achievement gaps; and

WHEREAS, Director, in this capacity, will engage cross-divisional experts (Reading, ESE, ELL, etc.) to support and reinforce professional development and evidence-based literacy coaching models being deployed statewide.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

## **ARTICLE 1 – RECITALS**

- 1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

## **ARTICLE 2 – SPECIAL CONDITIONS**

- 2.01 **Special Assignment.** Home District agrees to employ Director as an employee on special assignment to the Department as a State Regional Literacy Director during the period of September 14, 2020 through July 31, 2022.
- 2.02 **Salary and Benefits.** During the period of employment described above, Home District will provide to Director an annual salary of \$72,000. Home District will provide benefits to the same extent that Director would have received had he or she remained in his or her existing position and capacity with Home District.

- 2.03 **Reimbursement of Salary and Benefits.** The Department agrees to reimburse Home District for the above-described salary and up to an additional \$13,169.52 in annual benefits, payroll taxes and withholdings on a quarterly basis. Attached hereto is a schedule setting forth the salary and benefits earned by Director during the term of the assignment.
- 2.04 **Method of Payment.** At the end of each quarter, Home District shall submit an invoice and documentation of the amounts due for that quarter which is adequate for pre-audit and post-audit. Upon receipt and review, the Department shall render payment in accordance with section 215.422, Florida Statutes.
- 2.05 **Financial Consequences.** Home District will submit to the Department deliverables that are satisfactorily completed in accordance with the terms and conditions set forth in Article 4, Scope of Work. Payment shall be withheld until any and all deficiencies are corrected and accepted by the Department.
- 2.06 **Supervision.** The Department agrees to provide supervision for Director during the term of this Agreement. The Department, through the Just Read, Florida! Office shall direct Director to perform specific duties within the scope of the State Regional Literacy Director role and the deliverables described herein.
- 2.07 **Resources.** During term of this Agreement, Home District shall be expected to provide Director with the resources necessary to complete performance of the services contemplated herein. Such resources include, at minimum, adequate workspace, laptop computer equipment and software, and internet access. The department will reimburse Home District for preapproved, job-related expenses up to \$4,000.
- 2.08 **Travel and Per Diem Expenses.** During the term of this Agreement, Director, in the course of performing the services described herein, shall be expected to travel to and from places other than his or her residence and the workspace provided by Home District. The Department will reimburse Home District for Director's pre-approved, job-related per diem and travel up to \$10,000.

### **ARTICLE 3 – GENERAL CONDITIONS**

- 3.01 **Term.** This Agreement shall take effect September 1, 2020, and shall extend through July 31, 2022, unless cancelled earlier in accordance with the terms herein.
- 3.02 **Indemnification.** The Parties acknowledge and agree that their responsibility for tort claims shall be governed by the provisions of section 768.28, Florida Statutes. Neither party shall be deemed to assume any liability for the acts, omissions to act or negligence of the other, or their, agents, or employees.
- 3.03 **No Waiver of Sovereign Immunity.** Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which

sovereign immunity may be applicable.

- 3.04 **No Third Party Beneficiaries.** Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any manner arising out of any contract.
- 3.05 **Non-Discrimination.** The Parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability, or sexual orientation.
- 3.06 **Notice.** When either party desires to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice.

To the Department:

Ms. Rebecca Mead  
Interim Executive Director  
Just Read, Florida!  
Florida Department of Education  
325 West Gaines Street, Room 1432D  
Tallahassee, Florida 32399-0400

To Brevard Public Schools:

Mark W. Mullins, Ed.D  
2700 Judge Fran Jamieson Way  
Viera, FL 32940-6601

- 3.07 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.
- 3.08 **Statutory Provisions.** If the terms of this Agreement extend beyond the current fiscal year, pursuant to section 287.0582, Florida Statutes, the Department's performance and obligation under this contract is contingent upon an annual appropriation by the Legislature. The provisions of section 287.058(1)(a)-(f), Florida Statutes, are hereby incorporated by reference. Notice is provided pursuant to sections 287.133 and 287.134, Florida Statutes. Payment is pursuant to Section 215.422, Florida Statutes.
- 3.09 **Contingency.** If the Florida Legislature fails to appropriate or authorize the

expenditure of sufficient funds to provide for the continuation of this Agreement or if a lawful order issued in or for any fiscal year during the term of this Agreement reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out herein, this Agreement shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to the Department.

- 3.10 **Termination:** The Department reserves the right to terminate this Agreement without cause or penalty by giving Home District thirty (30) days written notice. This Agreement may also be terminated in writing executed by both Parties, which shall specify any remaining measures necessary to be taken.
- 3.11 **Miscellaneous Provisions.** This Agreement shall be governed by and construed in accordance with Florida law, and venue for any action to construe the terms of this Agreement shall lie in Leon County, Florida. This Agreement is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing signed by a duly authorized representative of both Parties.

#### **ARTICLE 4 – SCOPE OF WORK**

- 4.01 As reflected in the provisions of Part 3 of Florida’s CARES Act plan, the position of State Regional Literacy Director is designed to ensure high quality regional reading supports throughout the state of Florida.
- 4.02 Deliverables:
- Home District shall provide Director with salary, benefits, travel reimbursement, work space and resources as described herein.
- 4.03 State Regional Literacy Director duties:
- Throughout the assignment as a State Regional Literacy Director, Director will be required to perform the following duties:
- provide targeted support to school districts, literacy leadership teams, coaches and teachers
  - monitor district-level, school-level, and classroom-level data
  - develop and deploy additional professional development to improve student literacy achievement and close achievement gaps.
- State Regional Literacy Directors will also provide the following:
- initial and ongoing professional learning on Florida’s new B.E.S.T. standards
  - training on implementation science

- training and support for district and school administration on evidence-based literacy practices
- training and support for literacy leadership teams on the science of reading and evidence-based practices
- training and support for literacy coaches
- training and support for teachers
- training in the use of data from PreK-Grade 3 screening and progress monitoring and data-informed assessment systems to meet students' individualized needs

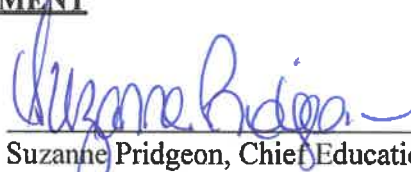
4.04 Evidence of completion of deliverables shall include:

Written evidence of the salary, benefits, travel reimbursement, work space and resources provided to Director as described herein.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the latest approval date entered below.

**FOR THE DEPARTMENT**

Recommended by:



Suzanne Pridgeon, Chief Education Financial Officer

Date:

10/9/20

Approved by:

  
Richard Corcoran, Commissioner of Education

J. Alon Kelly  
Chr. R. St. R.

Date:

10/14/20

**FOR BREVARD PUBLIC SCHOOLS**

Approved by:



Mark W. Mullins, Ed.D, Superintendent

Date:

9/11/2020

**SALARY AND BENEFIT SCHEDULE FOR STATE REGIONAL LITERACY DIRECTOR  
TAMRA THATCHER**

Annually

Salary	\$72,000.00
FRS	\$7,200.00
Social S/Med - FICA	\$5,508.00
Medical Insurance	\$59.76
W/C	\$401.76
<b>Total Salary and Benefits</b>	<b>\$85,169.52</b>

Amount to be paid on the following schedule:

Year 1		Year 2			
Quarter 1	\$3,548.73	Quarter 1	\$21,292.38		
Quarter 2	\$21,292.38	Quarter 2	\$21,292.38		
Quarter 3	\$21,292.38	Quarter 3	\$21,292.38		
Quarter 4	\$21,292.38	Quarter 4	\$21,292.38		
<b>Total</b>	<b>\$67,425.87</b>	<b>Total</b>	<b>\$85,169.52</b>	<b>Total</b>	<b>\$152,595.39</b>