

**Articulation Agreements for College and Career Acceleration  
Between the District Board of Trustees of the College of Central Florida  
and the Gilchrist County School Board, Florida  
2021-2022**

**I. Dual Enrollment Articulation Agreement**

The Articulation Committee that has negotiated/drafted the agreement include: Gilchrist County School district members - Rob Rankin, Superintendent; Linda Gartin, Director of Secondary Education,

College of Central Florida members – Alton Austin, Director of Enrollment Services; Vernon Lawter, Vice President, Regional Campuses; Saul Reyes, Vice President Student Affairs; Allan Danuff, Associate Vice President Arts and Sciences; Holly McGlashan, Provost Levy Campus; Leah Gamble, Manager Instructional Services.

The Committee meets annually in the spring to go over the current year’s articulation agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by college personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Board for approval and signatures. Once approved and signed, copies are sent to the College of Central Florida to be reviewed, approved and signed by the Board of Trustees. Signed hard copies are mailed to the school district personnel.

The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by the College of Central Florida by August 1 of each year.

Gilchrist County Schools makes this agreement on behalf of the public schools within the Gilchrist County School District. Any non-traditional private or non-public schools are not part of this agreement and would need to negotiate their own dual-enrollment agreement with the College of Central Florida.

**1. A ratification or modification of all existing articulation agreements.**

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation.

Legislative changes that occur after the final draft of this document which impact the 2020-2021 academic year will take precedence.

**2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.**

- A. References to *students* in this document mean any student enrolled in a Gilchrist County Public School.
- B. CF will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- C. The schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated

acceleration programs. The schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.

- D. The College of Central Florida will post application deadlines and registration dates on its dual enrollment Web page at least one term in advance.
- E. CF Admissions and Student Recruitment and Enrollment Services staff will work with district and school officials on targeted dual enrollment recruiting activities.

**3. A delineation of courses and programs available to students eligible to participate in dual enrollment.**

- A. Courses to be provided by CF under this agreement will be mutually agreed upon by CF and the Gilchrist County School Board, and will avoid unnecessary duplication of existing courses in grades six (6)- twelve (12). Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education courses.
- B. CF will furnish each school with a copy of the current courses (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled.
- C. A student education plan may be developed by CF for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
- D. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts, applied technology, and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43. All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed .5 high school credits.
- E. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their school principal, parent/guardian and the School District before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.
- F. Students have an opportunity to participate in dual enrollment through the Gilchrist County School Board until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework.

**4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.**

- A. Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.
- B. **Application Process** - Students interested in dual enrollment must meet with their school guidance counselor or principal for permission to participate in the program. Students must

complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their high school guidance counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the Dual Enrollment Coordinator the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.

- C. **Registration** – Dual enrollment information will be provided to guidance counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Registration will be completed through the high school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The guidance counselor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made the counselor will submit the list of courses for each student to the CF Dual Enrollment Coordinator for registration. Deadlines are posted on CF’s dual enrollment webpage at least one semester in advance. Priority dual enrollment registration will occur as close as possible to the dates set for regular college students.
- D. **Withdrawal Process** - Dual Enrollment students will follow the college’s withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their guidance counselor to complete the Dual Enrollment Withdrawal form. The student, counselor, and instructor must sign the form and send to the Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a W on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more “W” grades, he/she will no longer be eligible to participate in Dual Enrollment.
- E. **Course Load** - Students in grades six (6) - eight (8) may register for no more than three (3) credit hours only during the fall and spring terms only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms only. Dual enrollment students may take up to six (6) credit hours total in the Summer semester prior to their Junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school district and Dual Enrollment Petitions Committee to enroll for up to twelve credit hours. Before the beginning of their senior year the student may take up to nine (9) credit hours total in the summer semester (no more than two (2) courses in each summer term). High school seniors may take up to sixteen credit hours in the fall and spring terms. Please refer to the student progression plan for grade level designation.

	Fall Credit Hours	Spring Credit Hours	Summer Credit Hours	Total
<b>Grades 6-8</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
<b>Freshmen</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>12</b>
<b>Sophomores</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>18</b>
<b>Juniors</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>27</b>
<b>Seniors</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>32</b>

F. **Grade Distribution** - All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely to the district MIS/Curriculum offices for posting.

G. **Academic Advising** – all A.A. degree seeking students must be advised by a CF meta-major advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.

**5. Student eligibility requirements for participation in the dual enrollment program.**

- A. An overall GPA of 3.0 on an un-weighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an un-weighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate dual enrollment programs. CF dual enrollment career courses must lead to Industry Certification and must not be offered if made available by the Gilchrist County Schools. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted high school GPA and the minimum GPA required by the college.
- B. The Gilchrist County School District shall identify those students qualified to participate in dual enrollment classes. The school principals will approve student eligibility for participation in these classes.
- C. The student must be enrolled in the Gilchrist County School District and must be working towards a high school diploma to participate in dual enrollment.
- D. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about

future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in § 1009.286, Fla. Stat. (2020).

Cut scores for the three (3) placement tests are as follows:

	<b><u>ACT</u></b>	<b><u>SAT</u></b>	<b><u>PERT</u></b>
<b>Reading</b>	19	24	106
<b>English/Writing</b>	17	25	103
<b>Math</b>	19	24	114

PERT 114 – Placement for MAT1033, MGF1106, MGF1107 or STA2023

PERT 123 – Placement for MAC1105, College Algebra

- E. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123 Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the CLM (College Level Math) test and score a 70 or higher.
  - F. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average and specific program entry requirements.
  - G. Students who have not satisfied the Graduation Assessments Requirements will not be eligible for dual enrollment by the school district.
  - H. Students enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a **co-requisite** during the same semester. Students who have a score of three (3) or above on the Advanced Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters.
  - I. Permission for participation must be granted by the student’s parent/guardian (for students under the age of 18).
  - J. Students must have earned four (4) high school level credits for consideration for dual enrollment courses. Students have an opportunity to participate in Dual Enrollment through Gilchrist County Schools until they have successfully earned an Associate’s degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. Students are no longer eligible for dual enrollment once they successfully complete 4 years of enrollment in high school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the school and college’s Dual Enrollment Petitions Committee. Students and their parents should contact the CF Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their guidance counselor are notified of the committee’s decision in writing within one (1) week of the meeting.
  - K. Students who will graduate from high school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that high school seniors may NOT take a summer “A” course as dual enrollment.
  - L. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process (See section 12(I), Student Code of Conduct.
- 6. A delineation of the high school credit earned for the passage of each dual enrollment course.**
- A. The Gilchrist County School Board will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the Dual Enrollment Course – High School Subject

Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment. The school district combines the science course and lab when taken to satisfy Bright Futures eligibility requirements. If the additional hour exceeds the maximum course load, the district preapproves the additional credit hour.

- B. High school credit for Post-Secondary Adult Vocational certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between 68 and 135; and no high school credit will be awarded for any number of clock hours less than 68.

**7. A description of the process for informing students and their parents of college-level course expectations.**

- A. The college will supply school guidance counselors with dual enrollment information which include application instructions to inform students/parents of the requirements, responsibilities and benefits of participation in the program. Deadline dates will be posted on the college's DE webpage at least one semester in advance.
- B. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the school campus.
- C. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

**8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.**

There will be no exceptions made to the required grade point averages for academic or career dual enrollment.

**9. The registration policies for dual enrollment courses as determined by the postsecondary institution.**

- A. Registration for dual enrollment students will take place after the 10+ credit hour priority registration, but before the 0+ registration date each semester. Registration will be conducted through electronic communication between the high school guidance counselor or designee and the Dual Enrollment Coordinator at CF. In the event the student has completed more than 10 credit hours, priority registration dates will apply.
- B. Dual Enrollment students will follow the college's procedures for drop, withdrawal, grade appeals and petition policies. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment.

- C. Courses offered after the regular school day or on the college campus will be scheduled on the college's calendar. Courses taught by college faculty will follow the College's academic calendar.

**10. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.**

- A. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.
- B. CF shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other CF students.
- C. All instructors must meet CF faculty credentialing requirements set by the Southern Association of Colleges and Schools (SACSCOC) Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, Current Edition (section 3.7.1)
- D. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.
- E. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-dual enrollment sections of a course shall also be administered in all dual enrollment sections of the course.
- F. CF and the Gilchrist County School Board will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.

**12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.**

- A. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.
- B. Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify the college's dual enrollment coordinator when a student's eligibility status changes.
- C. The school counselor will work with students to review dual enrollment course plans to minimize enrollment in courses that are not a part of the student's chosen academic pathway.
- D. CF will provide academic advising services to dual enrollment students.
- E. Students and their parents will be informed of college-level course expectations.
- F. Any "grade level" classification listed in this agreement is based on the School District's Student Progression Plan.
- G. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a post-secondary course, the student may not register for that course through dual enrollment. The student may apply to CF and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees for the summer session.

- H. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., cheating and plagiarism). Students taking dual enrollment classes on their high school campus will be subject to the current School Board of Gilchrist County Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus, regardless of what disciplinary action is taken by the Gilchrist County School Board. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
- I. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Fla. Stat. (2020), and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Fla. Stat. (2020), and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

**13. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to the school district.**

- A. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.
- B. If a dual enrollment student earns D, F, or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment. Payment for courses cannot be made on behalf of the Student or by the student while the student is in school. They must have graduated and have been admitted as regular college student to do this.

**14. A funding provision that delineates costs incurred by each entity.**

- A. In accordance with F.S. 1007.271, the School District shall pay the standard tuition rate per credit hour (\$71.98) from funds provided in the Florida Education Finance Program to CF for all dual enrollment instruction that takes place on the CF campus. There will be no additional charges to the District for these courses. Courses taken during the summer will not be charged to the School District. Students must drop courses during the add/drop period to have the cost of tuition removed. If the student later withdraws from a course, the tuition will remain and be charged to the district.
- B. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees (excluding private lessons).
- C. Required textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by the Gilchrist County School Board provided the FEFP provides funding for such expenses. The college will adhere to the requirements set forth in F.S. 1004.085 in regards to the affordability of textbooks.



- D. The Gilchrist County School Board shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with CF Bookstore (Barnes & Nobles).
- E. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.
- F. CF will invoice the School District for costs incurred for the fall and spring semesters only. There will be no charges for the summer semester. Payment must be made by check.

**15. Any institutional responsibilities for student transportation, if provided.**

The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

**16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to student with disabilities who register in a dual enrollment course at the eligible institution.**

- A. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

**II. Mechanisms and strategies for decreasing the need for developmental education of high school graduates at CF**

- A. There shall be established a "College and Career Collaborative" comprised of two representatives from each school district, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.

**B. Initiatives include:**

- 1. Analysis of student readiness for college by administering the PERT to eligible students from Levy, Marion, Citrus and Gilchrist counties.

CF will provide:

- ✓ one administration of the PERT exam at no cost for students who wish to apply for participation in dual enrollment
- ✓ walk-in testing available at the college;

The Gilchrist County School Board will provide:

- ✓ space for testing;
- ✓ test sites;
- ✓ testing information to all eligible students;

2. CF will provide assessment of student readiness for college by administration of PERT to all incoming students without ACT or SAT scores. Incoming students will be required to submit PERT, SAT or ACT scores if they do not meet exemption requirements as identified by (s.) 1008.30(4) (a), (F.S. 2019).CF will accept the PERT scores from the official transcripts or PERT repository.
3. CF will provide a statistical study by districts and by schools of first time in college (FTIC) and prior year in school students needing College Prep courses.
4. Articulation agreements will be established between Levy, Marion, Citrus and Gilchrist school districts and the College of Central Florida.
5. CF advising and enrollment services staff from all campuses will meet with school counselors to provide in-service training regarding CF course requirements. School counselors are encouraged to visit CF's workforce development programs.
6. CF will provide information about its programs and how to be a successful college student to 6<sup>th</sup> through 12<sup>th</sup> graders in a variety of formats, materials and events.
7. Educational Opportunity Center (EOC), a federal TRIO program that serves approximately 1,000 high school & post-secondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

**Accountability**

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairpersons of the Gilchrist County School Board and the District Board of Trustees of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of CF's President and the District Superintendent. Courses of study and programs are to be incorporated into the agreement before instruction begins. This Agreement shall be valid for the 2020-2021 school year.

IN WITNESS WHEREOF, the Gilchrist County School Board and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., Dual Enrollment Articulation Agreements.

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**Date**                      **William Edgar, Chair, District Board of Trustees,  
College of Central Florida**

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**Date**                      **Susan Owens, Chair, Gilchrist County School Board**