

# African American History Task Force Activity Report

2<sup>nd</sup> Quarter October 1<sup>st</sup> – December 31<sup>st</sup> 2019

FAMU Project #006491

Project Recipient: Florida Agricultural & Mechanical University

Florida Department of Education Project#376-90050-0P001

Project/Program Title: African American History Task Force

TAPS#: 20A027

Authority: LINE ITEM 113 General Appropriations Act

Project Period: July 1, 2019 – June 30, 2020

Budget Period: July 1, 2019 – June 30, 2020

Submitted By: Dr. Bernadette Kelley – Principal Investigator

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# Project Performance Accountability Form

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
<b>1. Project Director:</b>  Oversees the operations and progression of the project.	Reports  Correspondences	Reports	Quarterly:  October 2019 January 2020 April 2020 June 2020 Quarterly: Complete October 2019 Complete January 2020 April 2020 June 2020	7508.65/2628.03
<b>2. Program Coordinator:</b>  The duties for this position include the following: Maintain daily office hours, answer phone inquiries, maintain all systems required by Florida A&M University for project implementation, prepare and process travel request, maintain a database of all records (contacts, instructional Standards, program participants, etc.), assist in the preparation of all reports as required by the funding source, assist the project director in out-reach to Florida school districts, organize and prepare all correspondences, assist in the planning and delivery of meetings and conferences, record minutes and notes of all official meetings, provide assistance as required by the other stakeholders, provide support to personnel utilizing the African American content staff development.	Reports  Logs  Communications  Minutes  Correspondences	Appendices A, B Time sheets Reports Minutes Correspondences	Quarterly:  October 2019 January 2020 April 2020 June 2020 Quarterly: Complete October 2019 Complete January 2020 April 2020 June 2020	28000.00/3640.00

<p><b>SGS Technologies:</b></p> <p>Website development, maintenance, and webhosting services. Improve student knowledge about African American history through the African American History Task Force website as well as other identified materials and resources that will positively impact student achievement and provide models for possible replication</p>	Analytical reports	Quarterly Reports  2nd quarter report in appendix C.	Quarterly:  Complete October 2019  Complete January 2020  April 2020  June 2020	10,000.00
<p><b>Professional Development Team (PDT):</b></p> <p>Website professional development. Improve teacher/student knowledge about African American history through the African American History Task Force initiatives:</p> <p>Comprehensive reporting and data highlighting program efficacy and impact in area schools</p> <p>Innovative, interactive, digital learning technology private-labeled to AAHTF</p>	Analytical reports	<p>Communication and solicitation letters inviting nominees from select Exemplary Districts</p> <p>NGSS lesson plans</p> <p>First meeting 10/5/2019</p> <p>Second Meeting: 12/7/2019</p>	Quarterly:  Complete October 2019  In Progress January 2020  April 2020  June 2020	15,000.00
<ul style="list-style-type: none"><li>Travel/Meetings/Materials:<ul style="list-style-type: none"><li>Task Force commuting round trip from their home cities for African American History Task Force meetings, training and conference;</li><li>Travel participation in various conferences (Florida Association of Social Studies Supervisors (FASSS), Florida Council of Social Studies (FCSS), and relevant conferences. Annual Task Force meeting);</li><li>Conduct at least one for African American History Task force meeting and ensure that all meeting is noticed in the Florida Administrative Register,</li></ul></li></ul>	<p><b>African American History Educator Academies:</b></p> <p>Provide workshop for teachers, pre-service teachers, faculties, district personnel, and other stakeholders (i.e. facilities rental, transportation cost, travel cost, and appropriate training materials)</p> <p><b>AAHTF Meetings:</b></p> <p>Require that any newly appointed Task force member complete an online training for the Sunshine and public records, laws, and submit a certification to the department they have done so.</p> <p>Ensure that each member of the African American History task force has signed the Statement of fiscal</p>	Quarterly Reports  Travel Reports  Sign-in Sheets  Minutes  Presentations  Reports  Certification  SFR signed forms	Complete October 2019  In Progress January 2020  April 2020  June 2020	7200.00   <

<ul style="list-style-type: none"> <li>Onsite teacher professional development meetings and workshop</li> </ul>	Responsibility supplied by the Florida Department of Education.	Supply Invoices		<b>2523.3</b>
<p><b>Evaluator</b></p> <p>Provide periodic review and analysis of data related to the implementation of all project goals</p>	<p>Data collected utilizing the pre-post evaluation before and after all teacher trainings.</p> <p>Data collected by examining and analyzing the Next Generation Sunshine State Standards (NGSSS) Assessments and "End of Course" assessments in reading, writing, and U.S. History of those "Exemplary" districts along with those districts that request assistance</p> <p>Data collected from all teachers/educators that participate in the online professional development <b>PDT</b>.</p>	<p><b>Complete</b></p> <p><b>December 2019</b></p> <p>March 2020</p> <p>June 2020</p> <p><b>December Report in Appendix F</b></p>	<p>Provide periodic review and analysis of data related to the implementation of all project goals</p>	<p>Data collected utilizing the pre-post evaluation before and after all teacher trainings.</p> <p>Data collected by examining and analyzing the Next Generation Sunshine State Standards (NGSSS) Assessments and "End of Course" assessments in reading, writing, and U.S. History of those "Exemplary" districts along with those districts that request assistance</p> <p>Data collected from all teachers/educators that participate in the online professional development <b>PDT</b>.</p>

## Appendices

A. Zandra Higley Contract and Timesheets

B. Summary of Tasks and Duties

C. SGS Technologies Analytical Reports

D. Professional Development Team

E. Travel

F. External Evaluator Report

# Appendix A.

<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Continuing Employee	
<small>* Submit the Personnel Action Request Form to the President/Provost/Vice President at least 14 days prior to the beginning of the employment appointment.</small>	
<b>1. OPS EMPLOYMENT CATEGORY (Check ALL that apply)</b>	
<input type="checkbox"/> Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Other	<input type="checkbox"/> A&P <input type="checkbox"/> USPS <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input type="checkbox"/> OPS Student <input type="checkbox"/> Federal <input type="checkbox"/> Non-Faculty <input type="checkbox"/> Other	
<input checked="" type="checkbox"/> OPS Staff	
<b>2. Candidate Information: (To be completed by the Hiring Department)</b>	
Name (Last, First, M.I.): Higley, Zandra	Employee ID:
Local/Campus Address (street, city, state, zip code): 722 Simmons St., Tallahassee, FL, 32303	Home Phone: 850-491-7300
Division: Academic Affairs	College/School/Dept.: College of Education/Secondary
Building/Room No: Gore Education Complex, Unit C, Room 301	Work Phone: 8504125203
<b>3. Will this employment constitute outside employment or additional compensation?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>If yes, please attach approved Additional Employment Form.</small>	
<b>4. Salary Information (to be completed by the Hiring Department)</b> <small>ALTERATIONS IN THIS SECTION WILL NOT BE ACCEPTED.</small>	
Rate of Pay: Biweekly: 655.00	Hourly: 13.10
Total for Appt. Period: 13296.50	Biweekly Hours: 50
Funding Period: Beginning Date: 9/20/2019	Ending Date: 06/30/2020
Budgeted Weeks: 40.6	**FTE: 0.625
Class Code/Class Title: 0013 - Other Professionals (Support/Service)	
Working Title: Program Coordinator	Source of Funds: Contract and Grants
Account Number: 120320	Working Department Number, if different from Account #:
Chart Field: Dept.: 120320	Fund: 203
PCS 22	Project: 6491
<small>** Divide hours to be worked by 80 hours to determine F.T.E.</small>	
<b>5. Justification/Remarks: (Explain Appointment and/or Salary Actions.)</b> The position is required as specified by the grant.	
<b>6. Approvals: (Secure all signatures before offering employment.)</b>	
Recommending Official: Dr. Bernadette Kelley-Brown (Print name)	17638 (** Position #)
Date: 9/5/19	(Signature)
Date: 9/4/2019	(Date)
Dean's Director	Principal Investigator
President/Provost/Vice President	Date
Dean, Graduate Studies, as appropriate	
<b>7. Funding Review/Approval</b>	
Division of Sponsored Research	Budget Officer
Controller	
FAMU-HR Revised 10/1/11	
<small>** Required Field</small>	
HR USE ONLY	



OPS STUDENT/STAFF TIME SHEET

FLORIDA A&M UNIVERSITY

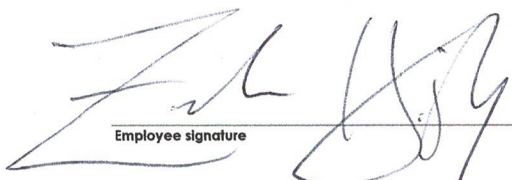
Employee name: Zandra Higley EMP ID: 300279237  
 Department Name: African American History Task Force/College of Education

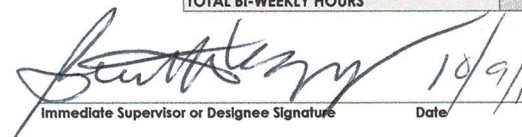
Period Starting: 9/20/2019

	Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
	9/20/2019		9/21/2019		9/22/2019		9/23/2019		9/24/2019		9/25/2019		9/26/2019	
MORNING														
Time In	9:00 AM	Total		Total		Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
Time Out	2:00 PM	5.00		0.00		0.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00
AFTERNOON														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00
NIGHT														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Total	5.00		0.00		0.00		5.00		5.00		5.00		5.00	
Total Hours Scheduled														
25.00														

Week ending: 10/3/2019

Friday			Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
9/27/2019			9/28/2019		9/29/2019		9/30/2019		10/1/2019		10/2/2019		10/3/2019	
MORNING														
Time In	9:00 AM	Total		Total		Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
Time Out	2:00 PM	5.00		0.00		0.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00
AFTERNOON														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00
NIGHT														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Total	5.00		0.00		0.00		5.00		5.00		5.00		5.00	
Total Hours Scheduled														25.00
TOTAL BI-WEEKLY HOURS														50.00

 10/9/19  
 Employee signature Date

 10/9/19  
 Immediate Supervisor or Designee Signature Date



## OPS STUDENT/STAFF TIME SHEET

## FLORIDA A&amp;M UNIVERSITY

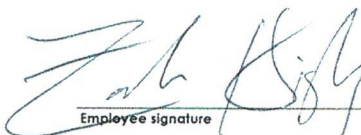
Employee name: Zandra Higley EMP ID 300279237  
 Department Name: African American History Task Force/College of Education

Period Starting: 10/4/2019

	Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
	10/4/2019		10/5/2019		10/6/2019		10/7/2019		10/8/2019		10/9/2019		10/10/2019	
MORNING														
Time In	9:00 AM	Total		Total		Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
Time Out	2:00 PM	5.00		0.00		0.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00
AFTERNOON														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00
NIGHT														
Time In		Total		Total		Total		Total		Total		Total		Total
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Total	5.00		0.00		0.00		5.00		5.00		5.00		5.00	
														Total Hours Scheduled 25.00

Week ending: 10/17/2019

		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
		10/11/2019		10/12/2019		10/13/2019		10/14/2019		10/15/2019		10/16/2019		10/17/2019	
MORNING															
Time In	9:00 AM	Total		Total		Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total	
Time Out	2:00 PM	5.00		0.00		0.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00	
AFTERNOON															
Time In		Total		Total		Total		Total	Total		Total		Total		
Time Out		0.00		0.00		0.00		0.00	0.00		0.00		0.00		
NIGHT															
Time In		Total		Total		Total		Total		Total		Total		Total	
Time Out		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Total	5.00		0.00		0.00		5.00		5.00		5.00		5.00	25.00	
TOTAL BI-WEEKLY HOURS													50.00		

 10/17/19  
 Employee signature Date

 10/23/19  
 Immediate Supervisor or Designee Signature Date

## OPS STUDENT/STAFF TIME SHEET

FLORIDA A&amp;M UNIVERSITY

Employee name: Zandra Higley EMP ID: 300279237  
 Department Name: African American History Task Force/College of Education

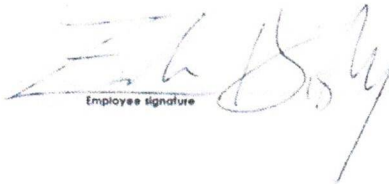
Period Starting: 10/18/2019

		10/18/2019	10/19/2019	10/20/2019	10/21/2019	10/22/2019	10/23/2019	10/24/2019		
	9:00 AM	Total	Total	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
	2:00 PM	5.00	0.00	0.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00
		Total	Total	Total	Total	Total	Total	Total		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		Total	Total	Total	Total	Total	Total	Total		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		Total	Total	Total	Total	Total	Total	Total	Total Hours Scheduled	
		5.00	0.00	0.00	5.00	5.00	5.00	5.00	25.00	

Week ending: 10/31/2019

		10/25/2019	10/26/2019	10/27/2019	10/28/2019	10/29/2019	10/30/2019	10/31/2019		
	9:00 AM	Total	Total	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
	2:00 PM	5.00	0.00	0.00	2:00 PM	5.00	2:00 PM	5.00	2:00 PM	5.00
		Total	Total	Total	Total	Total	Total	Total		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		Total	Total	Total	Total	Total	Total	Total		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		Total	Total	Total	Total	Total	Total	Total	Total Hours Scheduled	
		5.00	0.00	0.00	5.00	5.00	5.00	5.00	25.00	

TOTAL BI-WEEKLY HOURS 50.00

 11/4/19  
 Employee signature Date

 11/7/19  
 Immediate Supervisor or Designee Signature Date



OPS STUDENT/STAFF TIME SHEET

FLORIDA A&M UNIVERSITY

Employee name: Zandra Higley EMP ID: 300279237  
 Department Name: African American History Task Force/College of Education

Period Starting: 11/1/2019

	11/1/2019		11/2/2019		11/3/2019		11/4/2019		11/5/2019		11/6/2019		11/7/2019		
Instructional															
	9:00 AM	Total	Total		Total	9:00 AM	Total	Total	9:00 AM	Total	Total	9:00 AM	Total	Total	
	2:00 PM	5.00	0.00		0.00	2:00 PM	5.00	0.00	2:00 PM	5.00	0.00	2:00 PM	5.00	0.00	
Administrative															
	Total		Total		Total	Total		Total	Total		Total	Total		Total	
	0.00		0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	
Other															
	Total		Total		Total	Total		Total	Total		Total	Total		Total	
	0.00		0.00		0.00	0.00		0.00	0.00		0.00	0.00		0.00	
	5.00		0.00		0.00	5.00		5.00	5.00		5.00	5.00		5.00	
	Total Hours Scheduled														25.00

Week ending 11/14/19

		11/8/2019		11/9/2019		11/10/2019		11/11/2019		11/12/2019		11/13/2019		11/14/2019	
Instructional															
Class 1	9:00 AM	Total		Total		Total		Total		9:00 AM	Total		9:00 AM	Total	
	3:15 PM	6.25		0.00		0.00		0.00		3:15 PM	6.25		3:15 PM	6.25	
Administrative															
		Total		Total		Total		Total		Total		Total		Total	
		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Other															
		Total		Total		Total		Total		Total		Total		Total	
		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
		6.25		0.00		0.00		0.00		6.25		6.25		6.25	
		Total hours scheduled													
		25.00													

TOTAL BI-WEEKLY HOURS 50.00

Employee signature

Date

Immediate Supervisor or Designee Signature

Date

OPS STUDENT/STAFF TIME SHEET

FLORIDA A&M UNIVERSITY

Employee name: Zandra Higley EMP ID: 300279237  
 Department Name: African American History Task Force/College of Education


Period Starting: 11/15/2019

	11/15/2019	11/16/2019	11/17/2019	11/18/2019	11/19/2019	11/20/2019	11/21/2019		
9:00 AM	Total	Total	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
3:15 PM	6.25	0.00	0.00	3:15 PM	6.25	3:15 PM	6.25	3:15 PM	6.25
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6.25	0.00	0.00	6.25	6.25	6.25	6.25	6.25	31.25

Week ending: 11/28/2019

	11/22/2019	11/23/2019	11/24/2019	11/25/2019	11/26/2019	11/27/2019	11/28/2019	
9:00 AM	Total	Total	Total	9:00 AM	Total	9:00 AM	Total	Total
3:15 PM	6.25	0.00	0.00	3:15 PM	6.25	3:15 PM	6.25	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6.25	0.00	0.00	6.25	6.25	0.00	0.00	18.75

TOTAL BI-WEEKLY HOURS 50.00

  
 Employee Signature  
 11.25.19  
 Date

  
 Immediate Supervisor or Designee Signature  
 11/25/19  
 Date



## OPS STUDENT/STAFF TIME SHEET

FLORIDA A&amp;M UNIVERSITY

Employee name: Zandra Higley EMP ID: 300279237  
 Department Name: African American History Task Force/College of Education

Period Starting: 11/29/2019

	11/29/2019	11/30/2019	12/1/2019	12/2/2019	12/3/2019	12/4/2019	12/5/2019	
<b>Attendance</b>								
<b>Present</b>	Total	Total	Total	9:00 AM Total	9:00 AM Total	9:00 AM Total	9:00 AM Total	
	0.00	0.00	0.00	2:30 PM 5.50	2:30 PM 5.50	2:30 PM 5.50	2:30 PM 5.50	
<b>Excused</b>	Total	Total	Total	Total	Total	Total	Total	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Absent</b>	Total	Total	Total	Total	Total	Total	Total	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	0.00	0.00	0.00	5.50	5.50	5.50	5.50	Total Hours Scheduled 22.00

Week ending: 12/12/2019

	12/6/2019	12/7/2019	12/8/2019	12/9/2019	12/10/2019	12/11/2019	12/12/2019	
<b>Attendance</b>								
<b>Present</b>	9:00 AM Total	Total	Total	9:00 AM Total	9:00 AM Total	9:00 AM Total	9:00 AM Total	
	2:30 PM 5.50	0.00	0.00	2:00 PM 6.00	3:00 PM 6.00	2:30 PM 5.50	2:00 PM 5.00	
<b>Excused</b>	Total	Total	Total	Total	Total	Total	Total	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Absent</b>	Total	Total	Total	Total	Total	Total	Total	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total</b>	5.50	0.00	0.00	6.00	6.00	5.50	5.00	Total Hours Scheduled 28.00

TOTAL BI-WEEKLY HOURS 50.00

*Zandra Higley* 12/10/19  
 Employee signature Date

*[Signature]* 12/10/19  
 Immediate Supervisor or Designee Signature Date

## OPS STUDENT/STAFF TIME SHEET

## FLORIDA A&amp;M UNIVERSITY

Employee name: Zandra Higley EMP ID: 300279237  
 Department Name: African American History Task Force/College of Education

Period Starting: 12/13/2019

		12/13/2019	12/14/2019	12/15/2019	12/16/2019	12/17/2019	12/18/2019	12/19/2019		
Classroom										
	9:00 AM	Total	Total	Total	9:00 AM	Total	9:00 AM	Total	9:00 AM	Total
	3:15 PM	6.25	0.00	0.00	3:15 PM	6.25	3:15 PM	6.25	3:15 PM	6.25
Administrative										
	Total	Total	Total	Total	Total	Total	Total	Total	Total	
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other										
	Total	Total	Total	Total	Total	Total	Total	Total	Total	
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		6.25	0.00	0.00	6.25	6.25	6.25	6.25	31.25	

Week ending: 12/26/2019

		12/20/2019	12/21/2019	12/22/2019	12/23/2019	12/24/2019	12/25/2019	12/26/2019	
Classroom									
Classroom	9:00 AM	Total	Total	Total	9:00 AM	Total	9:00 AM	Total	Total
	3:15 PM	6.25	0.00	0.00	3:15 PM	6.25	3:15 PM	6.25	0.00
Administrative									
Administrative	Total	Total	Total	Total	Total	Total	Total	Total	Total
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other									
Other	Total	Total	Total	Total	Total	Total	Total	Total	Total
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		6.25	0.00	0.00	6.25	6.25	0.00	0.00	18.75

TOTAL BI-WEEKLY HOURS

50.00

*Zandra Higley* 12/10/19  
 Employee signature Date

*Brent Higley* 12-10-19  
 Immediate Supervisor or Designee Signature Date

## Appendix B.

### Z. Higley– Summary of Tasks of Duties

The Program Coordinator duties included the following:

Maintained daily office hours and clerical duties required

Maintained all systems required by Florida A&M University for project implementation

Prepared and processed travel requests, expense reports, and reimbursements.

Maintained a database of all records (contacts, Instructional Standards, program participants, etc)

Processed SGS payments for quarterly reports

Processed External Evaluator payments

Processed requisitions and purchase orders

Assisted in the preparation of all reports required by the funding source:

- Provided documentation needed for the 2nd quarter activity reports
- Monitored the AAHTF website for updates and revisions for the months of October, November, and December.

Assisted in the planning and delivery of meetings and conferences

## Appendix C.

### SGS Technologies Analytical Report





COMMISSIONER OF EDUCATION'S  
AFRICAN AMERICAN HISTORY  
TASK FORCE

## Quarterly Report

Oct 01, 2019 - Dec 31, 2019

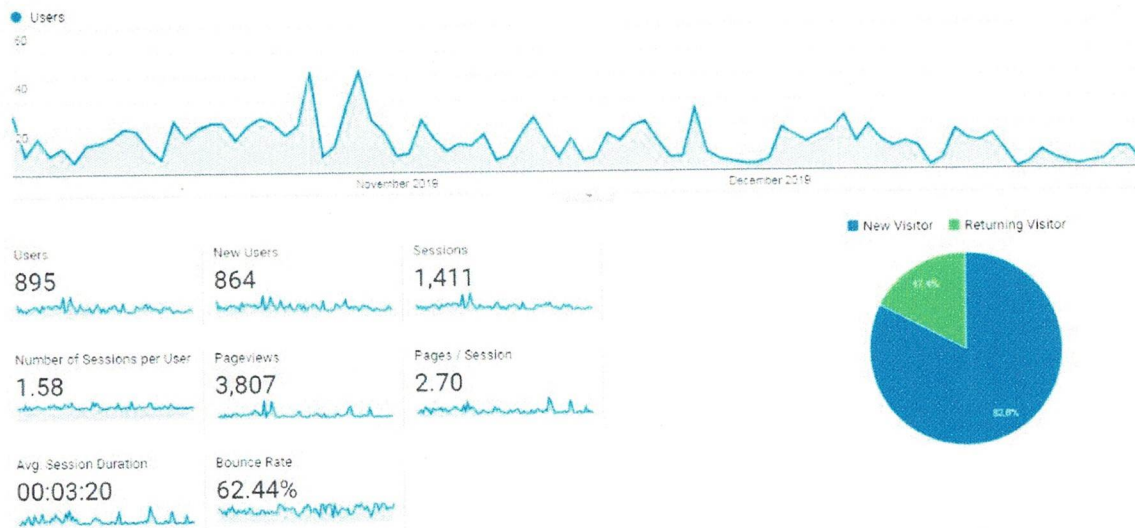


**SGS**

Value. Innovation. Experience.

www.sgstechnologies.net

## AUDIENCE OVERVIEW



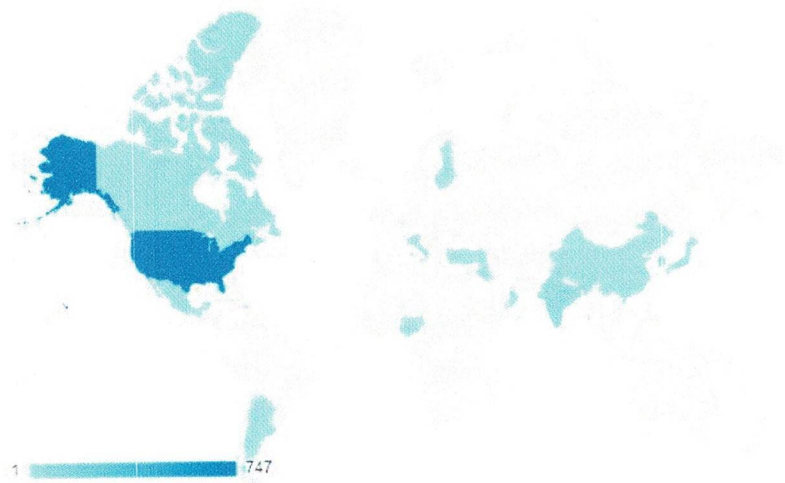
## TRAFFIC CHANNELS



SGS Technologie LLC



COUNTRY WISE VIEWS



Country	Users		New Users		Contribution to total: New Users
		895 <small>% of Total: 100.00% (2019)</small>		866 <small>% of Total: 100.00% (2019)</small>	
1.  United States		747		83.83%	
2.  India		62		6.24%	
3.  South Korea		28		3.23%	
4.  Japan		26		3.00%	
5.  China		14		1.62%	
6.  Canada		4		0.46%	
7.  Turkey		3		0.36%	
8.  Iraq		2		0.23%	
9.  Italy		2		0.23%	
10.  Argentina		1		0.12%	

PAGE VIEWS



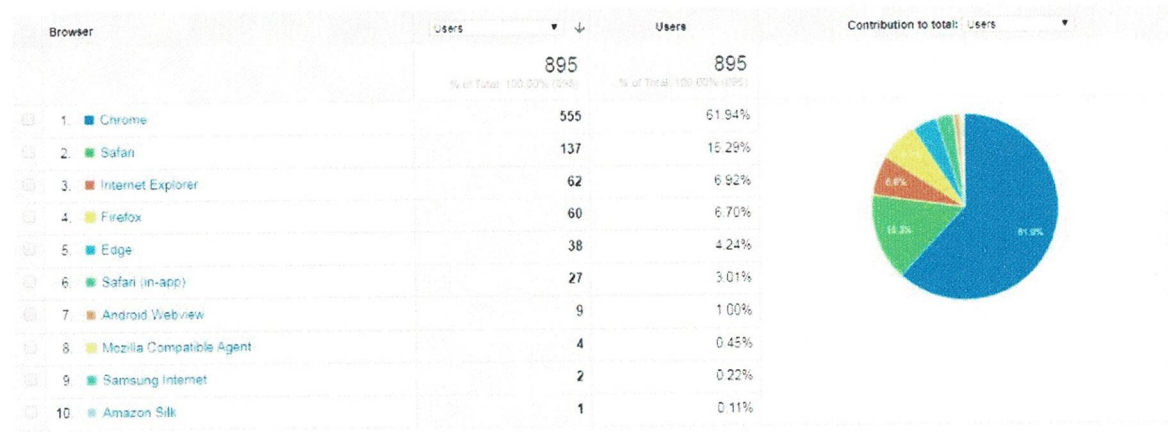
VISITOR TYPE



DEVICE CATEGORY



BROWSER



Appendix D.

Professional Development Team

## African American History Task Force: Professional Development Team Lesson Plans

Name	Title	Grade Cluster
Jacob Thomas	African Drumming Lesson	K-2
Jennifer Jackson	African Voice Lesson Plans: The Pan African Flag	3-5
Jennifer Jackson	African Voice Lesson Plans: Follow the Path of Harriet Tubman	3-5
Rayanna Johnson	African Voices Lesson Plans: Atlas of Africa/World Geography	6-8
Portia Wallace	African Voices Lesson Plans: David Walker's Appeal 1829	6-8
Portia Wallace	African Voices Lesson Plans: The West African Griot: The Story of the Sundiata The Crippled Prince of Mali	6-8
Mariota Thedoris	African Voices Lesson Plans: African American Scientist Fair	6-8
Dr. Elizabeth Bromery	African Voices Lesson Plans: Langston Hughes and the Harlem Renaissance	9-12
Dr. Elizabeth Bromery	African Voices Lesson Plans: Commemoration Gallery for Haitian Heritage Month	9-12
Jabari Akil	African Voices Lesson Plans: The Reparations Date	9-12
Karen Jefferson	The Middle Passage 1450-1809	9-12
Tracy Oliver	African Voices Lesson Plans: Political Cartoons in the Antebellum South	9-12
Arenisha Crawford	African Voices Lesson Plans: Political Cartoons in the Antebellum South II	9-12
Tewander Houston	African Voices Lesson Plans: The Garvey Movement	9-12
Tewander Houston	African Voices Lesson Plans: Underground Railroad	9-12
Brian Knowles	Black Nationalist and Black Power	9-12
Brian Knowles	The Rise of Jim Crow	9-12
Brian Knowles	African Americans at the turn of the 20 <sup>th</sup> Century: Washington-Dubious Debate	9-12
Clara B Williams	African Voices Lesson Plans: Women in the Civic Rights Movement	9-12
Margaret Newton	African Voices Lesson Plans: West African Wisdom—Adinkar Symbols	3-5

	and their Meanings	
--	--------------------	--

## Appendix E.

### Travel



Richard Corcoran  
Commissioner of Education



## Commissioner of Education's African American History Task Force

### Task Force Members

Anthony Hill, Chair  
Dr. Samuel L. Wright Sr., Vice Chair  
Dr. Diedre F. Houchen  
Mrs. Maggie Lewis-Butler  
Ms. Tracey Oliver  
Dr. Nashid Madyun  
Mrs. Marion Williams  
Dr. Brenda L. Walker

Emerita  
Frederica S. Wilson  
U.S. Rep. Florida, 24<sup>th</sup> District

Emerita  
Geraldine Thompson  
Florida House Representative,  
44<sup>th</sup> District

Principal Investigator  
Dr. Bernadette Kelley

### **Agenda- African American History Taskforce**

Professional Development Team

**October 5, 2019**

8:00 a.m. -4:00 p.m.

**Jean Ribault H. S.**

3701 Winton Dr.

Jacksonville, FL 32208

I. Registration	8:00 to 9:00
II. Opening and Introductions	9:00-9:30
III. Purpose and Responsibilities	9:30-10:00
Break	
IV. Group assignments and work session	10:00-11:45
Lunch	
V. Report out from work groups	1:00-1:30
VI. Professional Development Schedules	1:30-2:00
Break	
V. Group work session and wrap-up	2:15-3:30
VI. Closing Remarks and next steps	3:30-4:00





COMMISSIONER OF EDUCATION'S  
AFRICAN AMERICAN HISTORY  
TASK FORCE

Professional Development Team Sign-in  
October 5, 2019

Name/Signature                      Email                      Tele#s

904 662-0537

- Tracy Oliver L.Oh olivert@duvalschools.org

- Sandra Fountain/Sandra Fountain fountain@duvalschools.org

- ~~Marlene Williams~~ 17/2/20

- Rayanna Johnson johnsonr8@duvalschools.org 805-917-0327

11/11/19  
duval  
Sch Joseph Yoo yooj@duvalschools.org (904) 742-5831

Kevin Anderson kevin@EVERFI.com (202) 201-7507

- Mariota Theodoris mtheodoris@gmail.com (561) 596-9419

- ~~Deborah Raigne~~ thenubianqueen@hotmail.com (561) 951-9083

- Andrea Peppers peppers418@bellsouth.net (561) 385-3423

- Akbar Watson - akbar007@aol.com (561) 601-5321

x Tony Hill

Seun Kelly

850-212-4340





FORM DOE - 0676 Rev 4/2016



[illegible]



STATE OF FLORIDA  
DEPARTMENT OF EDUCATION

TRAVELER Deborah Raign  
SOCIAL SECURITY # Full SS# for non-employees and contractors 262-88-3759

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)

OFFICE LOCATION (CITY)

TRAVEL VOUCHER

CHECK ONE: ☒ NONEMPLOYEE IND. CONTRACTOR

RESIDENCE (CITY)

Reimbursement of Travel Expenses

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL:

☐ YES

☒ NO

BUILDING AND ROOM NUMBER

DATE	Travel Performed From Point of Origin to Destination	Purpose or Reason	Departure Hour of and Hour of Return	Per Diem	Meals	Actual Lodging Expenses	Transportation Amount	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
										Amount	Type

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					19						
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TRAVELER'S SIGNATURE:

Deborah Raign

SUPERVISOR'S SIGNATURE:

Principal

DATE:

SUPERVISOR'S TITLE:

TRAVEL VOUCHER PREPARED BY:

ZANDRA HIGLEY

PREPARER'S PHONE #

850-412-5203

BUDGET APPROVAL BY:

INSTRUCTIONS FOR DOE EMPLOYEES ONLY: Please list all P-Card charges on back. Name and signature of traveler must be exactly as shown in People First.



[illegible]





# 2019 Conference

The Florida Hotel and Conference Center, 1500 Sand Lake Road, Orlando, FL 32809

October 18 – 20, 2019

## Heroes & Villains: Teaching in a Polarized World

### Friday, October 18, 2019

5:00 PM – 7:00 PM	<b>Registration</b>
5:00 PM – 5:30 PM	FCSS Board of Directors Meeting
5:30 PM – 7:00 PM	<b>Conference Opening Reception – <i>Heroes &amp; Villains: Teaching in a Polarized World</i></b> <i>Join FCSS and conference sponsors in celebrating the meaningful and impactful instruction happening in Florida. Each conference attendee is encouraged to wear something that represents "Heroes &amp; Villains: Teaching in a Polarized World" to the Friday evening opening reception.</i>

### Saturday, October 19, 2019

8:00 AM – 12:00 PM	Registration
8:00 AM – 5:00 PM	Exhibit Hall Open
8:00 AM – 8:45 AM	Mentor Session
8:00 AM – 9:00 AM	Coffee and Light Breakfast Provided by FCSS and The DBQ Project
9:00 AM – 10:00 AM	<b>FCSS General Session and Keynote Speaker</b>
10:05 AM – 10:55 AM	<b>Concurrent Session 1</b>
11:00 AM – 11:20 AM	Exhibit Hall Exploration
11:20 AM – 12:10 PM	<b>Concurrent Session 2</b>
12:15 PM – 1:30 PM	Lunch Break
1:35 PM – 2:25 PM	<b>Concurrent Session 3</b>
2:30 PM – 3:20 PM	<b>Concurrent Session 4</b>
3:20 PM – 3:40 PM	Exhibit Hall Exploration
3:30 PM – 3:40 PM	Snack Break Provided by FCSS and The DBQ Project
3:45 PM – 4:35 PM	<b>Concurrent Session 5</b>
4:45 PM – 5:00 PM	Exhibit Hall Exploration and Drawings
6:30 PM – 8:30 PM	Florida Council for the Social Studies Excellence in Education Awards Dinner



*Heroes and Villains: Teaching in a Polarized World*

### Sunday, October 20, 2019

9:00 AM – 10:20 AM	<b>Concurrent Session 6</b>
10:30 AM – 11:30 PM	<b>Brunch and Learn</b>
11:30 PM	Door Prizes and End of Conference – See you in 2020!

The Florida Council for the Social Studies Conference supports K – 12 social studies professional educators with engaging, applicable, and relevant content and pedagogy sessions.

**Registration:** Prior to September 21, \$89 for members and \$109 for non-members – <http://fcss.org/meetinginfo.php>

**Hotel:** Prior to September 26, the FCSS conference hotel rate is \$131 per night. The Florida Hotel and Conference Center \$18.00 per day amenities fee is waived. Use this link: [Florida Council for the Social Studies](http://fcss.org/meetinginfo.php)



STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
TRAVEL VOUCHER

TRAVELER Shernilyn Scott  
SOCIAL SECURITY # 589-09-2059  
CHECK ONE: ☒ NONEMPLOYEE IND. CONTRACTOR N00000668

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)  
OFFICE LOCATION (CITY)  
RESIDENCE (CITY)

Reimbursement of Travel Expenses

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL:

YES

☒ NO

BUILDING AND ROOM NUMBER

DATE

Travel Performed  
From Point of Origin to Destination

Hour of  
Departure  
and Hour  
of Return

Per Diem

Meals

Actual  
Lodging  
Expenses

Transportation  
Amount

Map  
Mileage  
Claimed

Vicinity  
Mileage  
Claimed

Amount

Other Expenses  
Type

10/18 FESS Annual Conference

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19

10/9/10/9/

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263.82

Summary  
Total

MLA -> OPL

OPL -> MLA

11

11

10/9/10/9/

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Summary  
Total

Benefits to the State for Non-State Employees, Additional Justification or Notes for State Employees travel purpose:

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Summary  
Total

LESS ADVANCE RECEIVED

\$ 60.

\$ 203.82

\$ -

\$ -

\$ -

263.82

LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD

NET AMOUNT DUE TRAVELER(STATE)

\$ 263.82 0.00

If reimbursable plus P-Card travel expenses are more than the total estimated on the

Travel Authorization Request, then approval from Agency Head/Designee and Budget is required:

Agency Head/Designee Initials:

Budget Initials:

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose stated above.

TRAVELER'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

TRAVELER'S TITLE:

SUPERVISOR'S TITLE:

DATE:

TRAVEL VOUCHER PREPARED BY:

PREPARER'S PHONE #

BUDGET APPROVAL BY:

Zandra Hily

850-412-5203

INSTRUCTIONS FOR DOE EMPLOYEES ONLY: Please list all P-Card charges on back. Name and signature of traveler must be exactly as shown in People First.







**Commissioner of Education's African American History Task Force**

**Richard Corcoran**  
Commissioner of Education

**AAHTF ANNUAL MEETING 2019**

**November 21-22, 2019**

**Orlando, Florida**

**Location: Rosen Shingle Creek**

**9939 Universal Blvd, Orlando, FL 32819**

**Agenda Thursday November 21, 2019 TIME: 6:00 P.M. – 8:00 P.M.**

**Location: Lobby/ Common Area of Hotel**

- I. Registration-Check-in
- II. Agenda package distribution
- III. Preview/Review of African American History Task Force website
- V. Adjournment



Richard Corcoran  
Commissioner of Education



**Commissioner of Education's African American History Task Force**

**AAHTF ANNUAL MEETING 2019**

**November 21-22, 2019**

**Orlando, Florida**

**Location: Rosen Shingle Creek**

**9939 Universal Blvd, Orlando, FL 32819**

**\*Location: Suwannee Meeting Room #14\***

**Agenda**

**Friday, November 22, 2019 TIME: 9:00 A.M. - 4:00 P.M.**

- I. Call to Order
- II. Introduction and Opening Comments
- III. Review of Annual Meeting Minutes
- IV. 2018-2019 Accomplishments
- V. Project Status Update

***Lunch Break [12:00 PM-1:00PM]***

- VI. Review of 2019-2020 Deliverables
- VII. Professional Development Team-status and upcoming
- VIII. Task Force Initiatives- 2019-2020
- IX. "Exemplary Districts" Status Update





Richard Corcoran  
Commissioner of Education

**Commissioner of Education's African American History Task Force**



**AAHTF ANNUAL MEETING 2019**

**November 21-22, 2019**

**Orlando, Florida**

**Location: Rosen Shingle Creek**

**9939 Universal Blvd, Orlando, FL 32819**

**\*Location: Suwannee Meeting Room #14\***

**Agenda**

**Friday, November 22, 2019 TIME: 9:00 A.M. - 4:00 P.M.**

- X. Public Records Training
- XI. Administrative/Committee updates
- XII. Upcoming events 2020-Summer Institute
- XIV. Special Topics
- XV. Adjournment





Commissioner of Education's  
 African American History Task Force  
 Annual Meeting Nov. 21-22, 2019  
 SIGN-IN SHEET

Printed Name	Title	Phone Number/Email
Tony Hill	Chair -	850-705-5182 Tonyhill1367@gmail.com
Nashid Madyan	member	512 703 7181 nashid.madyan@fcmh.edu
Donna Austin	member	850-459-7627 daustin@croireinc.net
Brundon Griggs	member	mbgriggs1@gmail.com 954 383 5869
Marion William	member	Marion William Broward Schools - com
Sherrilyn Scott	member	305-720-3808 sherrilyscott@browardschools.net
Tracy Oliver	member	904 602-0537
Benny	PI	
Z. Higley	coordinator	





STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
TRAVEL VOUCHER

TRAVELER Marta Williams  
SOCIAL SECURITY # Full SSN for non-employees and contractors  
CHECK ONE: ☒ NONEMPLOYEE IND. CONTRACTOR

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)  
OFFICE LOCATION (CITY)  
RESIDENCE (CITY)

Reimbursement of Travel Expenses

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL:

YES

NO

BUILDING AND ROOM NUMBER

DATE  
From Point of Origin to Destination

Purpose or Reason

Hour of Departure and Hour of Return

Per Diem

Meals

Actual Lodging Expenses

Transportation Amount

Map Mileage Claimed

Vicinity Mileage Claimed

Amount

Other Expenses  
Type

11/21 Annual Meeting (Orlando)

11/22

11/23

pre-paid CHE # 227758

Benefits to the State for Non-State Employees, Additional Justification or Notes for State Employees travel purpose:

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Summary

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose stated above.

TRAVELER'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

TRAVELER'S TITLE:

SUPERVISOR'S TITLE:

TRAVEL VOUCHER PREPARED BY:

DATE:

PREPARED BY:

BUDGET APPROVAL BY:

Andrea Highmy

850-412-5203

INSTRUCTIONS FOR DOE EMPLOYEES ONLY: Please list all P-Card charges on back. Name and signature of traveler must be exactly as shown in People First.



STATE OF FLORIDA  
DEPARTMENT OF EDUCATION

TRAVEL VOUCHER

TRAVELER Shemlyn Scott

SOCIAL SECURITY # Full SS# for non-employees and contractors

CHECK ONE: ☒ NONEMPLOYEE IND. CONTRACTOR

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)

OFFICE LOCATION (CITY)

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL:

RESIDENCE (CITY)

YES

NO

BUILDING AND ROOM NUMBER

Amount

Other Expenses  
Type

DATE

Travel Performed  
From Point of Origin to Destination

Hour of  
Departure  
and Hour  
of Return

Per Diem

Meals

Actual  
Lodging  
Expenses

Transportation  
Amount

Map  
Mileage  
Claimed

Vicinity  
Mileage  
Claimed

Amount

Summary  
Total

11/21

Annual Meeting  
MIA Gardens -> Orlando

19

19

303.76

97.01

44.56 Mi.

569.78

Orlando -> MIA Gardens

11

19

97.01

44.56 Mi.

569.78

Benefits to the State for Non-State Employees, Additional Justification or Notes for State Employees travel purpose:

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Column  
Total

Summary  
Total

569.78

LESS ADVANCE RECEIVED

266.02

LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD

266.02

NET AMOUNT DUE TRAVELER(STATE)

266.02

If reimbursable plus P-Card travel expenses are more than the total estimated on the

Travel Authorization Request, then approval from Agency Head/Designee and Budget is required:

Agency Head/Designee Initials:

Budget Initials:

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose stated above.

TRAVELER'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

TRAVELER'S TITLE:

SUPERVISOR'S TITLE:

DATE:

TRAVEL VOUCHER PREPARED BY:

PREPARER'S PHONE #

BUDGET APPROVAL BY:

Zandra Hignley

850-412-5203

INSTRUCTIONS FOR DOE EMPLOYEES ONLY: Please list all P-Card charges on back. Name and signature of traveler must be exactly as shown in People First.



STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
TRAVEL VOUCHER

TRAVELER Tracy Oliver  
SOCIAL SECURITY # 509-31-1622  
CHECK ONE: ☒ NONEMPLOYEE IND. CONTRACTOR

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)  
OFFICE LOCATION (CITY)  
RESIDENCE (CITY)

Reimbursement of Travel Expenses

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL: ☒ YES

BUILDING AND ROOM NUMBER

DATE	Travel Performed From Point of Origin to Destination	Purpose or Reason	Hour of Departure and Hour of Return	Per Diem	Meals	Actual Lodging Expenses	Transportation Amount	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
										Amount	Type
11/21		Annual Meeting (Orlando) Orange Pk -> Orlando			19			57.85			
					6						
					11						
					19						
					6						
					11						
		Orlando -> Orange Pk				303.76		57.85			
Benefits to the State for Non-State Employees, Additional Justification or Notes for State Employees Travel purpose:											
DIV	BUR	SEC	SUB	EO	OBJECT	AMOUNT	GRANT				
							90100				
							Column Total		Column Total	Column Total	Column Total
							\$ -		\$ 72.	\$ 303.76	\$ -
							LESS ADVANCE RECEIVED			\$ 115.70	\$ -
							LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD				
							NET AMOUNT DUE TRAVELER/STATE				\$ 187.70
											0.00

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

TRAVELER'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

TRAVELER'S TITLE:

SUPERVISOR'S TITLE:

TRAVEL VOUCHER PREPARED BY:

DATE:

PREPARER'S PHONE #

BUDGET APPROVAL BY:

Tracy Oliver  
509-31-1622

11/21/19  
850-412-5203







STATE OF FLORIDA  
DEPARTMENT OF EDUCATION

TRAVELER Nashid Madyun  
SOCIAL SECURITY # \_\_\_\_\_ Full SSN for non-employees and contractors

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)  
OFFICE LOCATION (CITY)  
RESIDENCE (CITY)

TRAVEL VOUCHER

CHECK ONE: ☐ NONEMPLOYEE IND. CONTRACTOR

Reimbursement of Travel Expenses

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL:

☒ YES 395.56

BUILDING AND ROOM NUMBER

DATE From Point of Origin to Destination

Purpose or Reason

Hour of Departure and Hour of Return

Per Diem

Meals

Actual Lodging Expenses

Transportation Amount

Map Mileage Claimed

Vicinity Mileage Claimed

Amount

Other Expenses

Type

11/21 Annual Meeting

11

19

151.88

107.69

18

Hotel parking

18

Hotel parking

395.56

TLH → ORLANDO

6

151.88

107.69

18

Hotel parking

18

Hotel parking

395.56

11

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151.88

107.69

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Hotel parking

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Hotel parking

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Hotel parking

18

Hotel parking

395.56

Benefits to the State for Non-State Employees, Additional Justification or Notes for State Employees travel purpose:

DIV BUR SEC SUB EO OBJECT AMOUNT GRANT

Column Total

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Column Total

Summary Total

530.45

395.56

LESS ADVANCE RECEIVED

303.76

107.69

36.

530.45

395.56

LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD

NET AMOUNT DUE TRAVELER(STATE)

134.89

0.00

If reimbursable plus P-Card travel expenses are more than the total estimated on the

Travel Authorization Request, then approval from Agency Head/Designee and Budget is required:

Agency Head/Designee Initials:

Budget Initials:

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose stated above.

TRAVELER'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

TRAVELER'S TITLE:

SUPERVISOR'S TITLE:

DATE:

PREPARER'S PHONE #

BUDGET APPROVAL BY:

TRAVEL VOUCHER PREPARED BY:

11-23-219

850-412-5203

Zandra Hyman

INSTRUCTIONS FOR DOE EMPLOYEES ONLY: Please list all P-Card charges on back. Name and signature of traveler must be exactly as shown in People First.



STATE OF FLORIDA  
DEPARTMENT OF EDUCATION  
TRAVEL VOUCHER

TRAVELER: Terina Higgins  
SOCIAL SECURITY #: \_\_\_\_\_ Full SS# for non-employees and contractors  
CHECK ONE: ☐ NONEMPLOYEE IND. CONTRACTOR

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)  
OFFICE LOCATION (CITY)  
RESIDENCE (CITY)

Reimbursement of Travel Expenses

DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL: ☒ YES ☐ NO

BUILDING AND ROOM NUMBER

DATE	Travel Performed From Point of Origin to Destination			Purpose or Reason	Hour of Departure and Hour of Return	Per Diem	Meals	Actual Lodging Expenses	Transportation Amount	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses Amount      Type		
11/21				Annual Meeting			11							
				TLH → Orlando			19							
11/22								151.88			107.69			
							6							
							11							
							19					34.93	copy Materials	
11/23							6	151.88						
							11							
				Orlando → TLH			19			107.69				
Benefits to the State for Non-State Employees, Additional Justification or Notes for State Employees travel purpose:														
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								LESS ADVANCE RECEIVED						
								LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD						
								NET AMOUNT DUE TRAVELER(STATE) # 228849 + # 228999						160.16
								If reimbursable plus P-Card travel expenses are more than the total estimated on the						
								Travel Authorization Request, then approval from Agency Head/Designee and Budget is required:						
								Agency Head/Designee Initials:						
								Budget Initials:						

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

TRAVELER'S SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

TRAVELER'S TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR'S TITLE: \_\_\_\_\_

TRAVEL VOUCHER PREPARED BY: \_\_\_\_\_

PREPARER'S PHONE # \_\_\_\_\_

BUDGET APPROVAL BY: \_\_\_\_\_

INSTRUCTIONS FOR DOE EMPLOYEES ONLY: Please list all P-Card charges on back. Name and signature of traveler must be exactly as shown in People First.



[illegible]





COMMISSIONER OF EDUCATION'S  
AFRICAN AMERICAN HISTORY  
TASK FORCE

# Professional Development Team Sign-In

December 7<sup>th</sup>, 2019

Printed Name	Email	Telephone
Jacob Thomas	Thomasj7@duvalschools.org	267-339 5319
Rayanna Johnson	rayanna-j@duvalschools.org	568 917-0327
Jabari Akil	jabari.akil@browardschools.com	561 584-1085
MS Portia Wallace	wallace@dadeschools.net	
Jennifer Jackson	Jennypea@dadeschools.net	305-298-9740
Thewander Houston	thewander.houston@browardschools.com	786-597-0812
Donna Austin	daustin@croireinc.org	850.459.7627
Tony Hill	Tonyhill1367@gmail.com	904-705-5182
Tracy Oliver	Olivertr@duvalschools.org	904 662-0537
Elizabeth Watts Bromery	<del>dr</del> drbromery@browardschools.com	954 253 2193
Clara B. Williams	Williams2157@bellsouth.net	
AKBAR	pyramidbks@aol.com	561-731-4122
Margaret S. Newton	Kipsaigi@aol.com	
Karen Jefferson	Karen.Jefferson@PalmBeachSchools.org	(561) 596-0419
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Marion Williams	marion.williams@Browardschools.com	
Brian Kurehs	Brian.Kurehs@palmbeachschools.org	





COMMISSIONER OF EDUCATION'S  
AFRICAN AMERICAN HISTORY  
TASK FORCE

## Professional Development Team Sign-In

December 7<sup>th</sup>, 2019

Printed Name

Email

Telephone

Arneisha Crawford

Arneisha99@gmail.com

(305) 761-6186

















STATE OF FLORIDA  
DEPARTMENT OF EDUCATION

TRAVEL VOUCHER

TRAVELER Rayanna Johnson  
SOCIAL SECURITY # 525-89-8197  
Full SSN for non-employees and contractors

P-CARD GROUP NAME  
(Required if Traveler has a P-Card)  
OFFICE LOCATION (CITY)  
RESIDENCE (CITY)

Reimbursement of Travel Expenses

CHECK ONE: ☒ NONEMPLOYEE IND. CONTRACTOR  
DID TRAVELER RECEIVE AN ADVANCE PAYMENT FOR THIS TRAVEL: ☒ YES

BUILDING AND ROOM NUMBER

DATE	Travel Performed From Point of Origin to Destination	Purpose or Reason	Hour of Departure and Hour of Return	Per Diem	Meals	Actual Lodging Expenses	Transportation Amount	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses
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12/6		Development Meeting (MIT)			17					
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12/7					6					
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I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, attendance at a conference or convention was directly related to official duties of the agency, any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Section 112.061, Florida Statutes.

TRAVELER'S SIGNATURE:

*Rayanna Johnson*

TRAVELER'S TITLE:

DATE:

SUPERVISOR'S SIGNATURE:

*Barbara*

SUPERVISOR'S TITLE:

TRAVEL VOUCHER PREPARED BY:

PREPARER'S PHONE #

BUDGET APPROVAL BY:

*Zandra Hipley*

850-412-5203

Column Total	Column Total	Column Total	Column Total	0 Mi. 44.5¢ Mi.	Column Total	Summary Total
\$ -	\$72.00	\$274.	\$ -	\$ -	\$67.31	\$415.31
LESS ADVANCE RECEIVED						
LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD						
NET AMOUNT DUE TRAVELER/STATE						
If reimbursable plus P-Card travel expenses are more than the total estimated on the Travel Authorization Request, then approval from Agency Head/Designee and Budget is required:						\$141.31 0.00

Agency Head/Designee Initials:

Budget Initials:

Pursuant to Section 112.061(3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business of the State of Florida and was performed for the purpose stated above.

**AAHTF ANNUAL MEETING 2019**

**November 21-22, 2019**

**Orlando, Florida**

**Location: Rosen Shingle Creek**

**9939 Universal Blvd, Orlando, FL 32819**

**Thursday November 21, 2019 TIME: 6:00 P.M. – 8:00 P.M.**

**I. Registration-Check-in**

Checked in all attending members.

**II. Agenda package distribution**

Distributed packages

**III. Preview/Review of African American History Task Force website**

Requested each individual go through their packet and be familiarized with the website in time for the meeting in the morning.

**V. Adjournment**



**Friday, November 22, 2019 TIME: 9:00 A.M. - 4:00 P.M.**

I. Call to Order

II. Introduction and Opening Comments

MOU with NAACP

Jan 13<sup>th</sup> rally

Tony Hill Stated:

Alachua County needs to submit their dossier to become exemplary

Florida Human Relation Commission – to Nominate individuals for the black hall of fame

Goal: Get half of the counties in Florida to be Exemplary

March or April 2020 Mary McCloud Bethune will be in Statutory Hall!

S. Scott stated:

Summer Institute creates a domino effect of work and service

Volusia County is on its way to being exemplary

Miami-Dade and Dr. Scott are conducting workshops for AA history: bring in speakers and send out information to keep people intrigued.

**Kinad Inc. African American Mobile Museum** will be at the Dec. 7<sup>th</sup> meeting for attendees to see.

Overtown Miami and the Lyric Theatre: Thoura Lee Smith Black History Brain Bowl February 28<sup>th</sup>

B. Griggs introduction:

*Hear the Youth*: worked with superintendent to get

Tedx Jacksonville: B. Griggs: <http://tedxjacksonville.com/dvteam/brandon-griggs/>

Create a LIVING document that is continually updated with resources, lesson plans etc.

N. Madyun: How to use museums in the classroom.

Will provide a list of 10 museums and contacts we can work with in the future.

III. Review of Annual Meeting Minutes

IV. 2018-2019 Accomplishments

V. Project Status Update

***Lunch Break [12:00 PM-1:00PM]***

VI. Review of 2019-2020 Deliverables

Went over deliverables in detail.

VII. Professional Development Team-status and upcoming

**ACTION:** Set up a **google drive** and share with the CDT for live updates of what they are doing.

-upload the CD videos – completed -

Need grade bands separated, see what is there and see if it works, if not= wipe out and develop what needs to be there.

**ACTION:** Madyun: names and contacts (10) of museums to be used in schools a 5 point radius around the state – Museum partnerships - Requested -

**ACTION:** Hill: send email asking him for names of NAACP reps in districts – Community Partnerships – Requested -

VIII. Task Force Initiatives- 2019-2020

IX. “Exemplary Districts” Status Update



**TASK:** email D. Austin: come up with a rubric to apply to the exemplary status districts to be sure they are still in line. – Partner with M. Williams

**SEND** ANDREA OLIVER's information to the PDT- specifically to S. Scott, M. Williams, and D. Austin

**TRACY OLIVER:** to be the Social Media Expert!

#### X. Public Records Training

**ACTION:** Send to everyone again and request they read through it and email reply that they have done so. = now they are trained – completed -

#### XI. Administrative/Committee updates

**Senator Thompson:** asked for \$200,000 more. Will be fighting in session on January 14<sup>th</sup> with a press conference to follow. – awaiting update -

**VOTE ON EVERFI:** Hill motions to discontinue relationship with EVERFI until they can provide something better. Unanimous pass.

#### XII. Upcoming events 2020-Summer Institute

**Location:** Tallahassee

**Dates:** June 15 – 19, 2020

Number: 30 Educators to attend

**Summer Institute** (pull in people who are not in exemplary standing) Focusing on fringe districts

**Target:** Gadsden, Leon, Orange, Washington, Seminole, Duval, Volusia, St. Lucie, Alachua, Marion, Broward, Miami-Dade, Hillsborough= provide speakers

Speaker Suggestions:

- Timothy Askew – Author of Book “lift every voice and sing”

**ACTION:** Send copy of last Summer Institute agenda to today’s meeting attendees – completed -

XIV. Special Topics

- Another meeting from the Professional Development Team Meeting #3

**> 1619 Symposium and Dedication of Lift Every Voice and Sing**

WHERE?: Meek-Eaton Archives = When: **Saturday, February 22nd**

XV. Adjournment

Motion to Adjourn: Dr. Madyun

Motion passed



Appendix F.  
External Evaluator Report

# Florida Department of Education- African American History Task Force December 2019

## Executive Summary

In 1994, the Florida Legislature passed FS 1003.42 requiring the instruction of history, culture, experiences and contributions of African Americans in the state's K-12 curriculum. The African American History Task Force (AAHTF) was formulated to sustain this effort, and grant supported initiatives were developed to effectively execute the spirit of the FS 1003.42's original legislative intent.

The goal of this evaluation is to assess the performance of project deliverables as noted in the original Application submitted by The AAHTF in June 2019. Specifically, the following report will evaluate the current progression of the grant based on latest available data related to participation and completion rates data on web-based training modules. The final report this evaluator will prepare will be more inclusive of data from face to face workshops and trainings conducted throughout the state.

## Building on Past Success – Educator Institute May 2019

The following is a reassessment of the Alachua Educator Institute held on May 4, 2019.

At the end of the 2016-17 and 2017-18 school terms, the African American History Task Force convened multi-day summer training institutes for teachers in Tallahassee and Tampa respectively. With participation at these Summer institutes averaging 26 educators statewide, broad based involvement was challenging to achieve. In the 2018-2019 academic term, the Task Force, under the leadership of Dr. Bernadette Kelley employed a different training model, where instead of one culminating event in the summer, periodic mini-institutes would be held across the state in designated regional hub sites, in areas where participation in Task Force initiatives has historically been very low. It is heartening to note that this approach appeared to have broadened the Task Force's presence statewide. Furthermore, the establishment of these periodic statewide trainings shows that previous evaluator evaluations have been taken into account. Please note the following, taken from the final evaluation of SY 2017-2018:

- The Task Force should focus and intensify its efforts in informing districts statewide of the required nature of this state mandate. One way in which the Task Force could do this is through including targeted discipline specific, grade

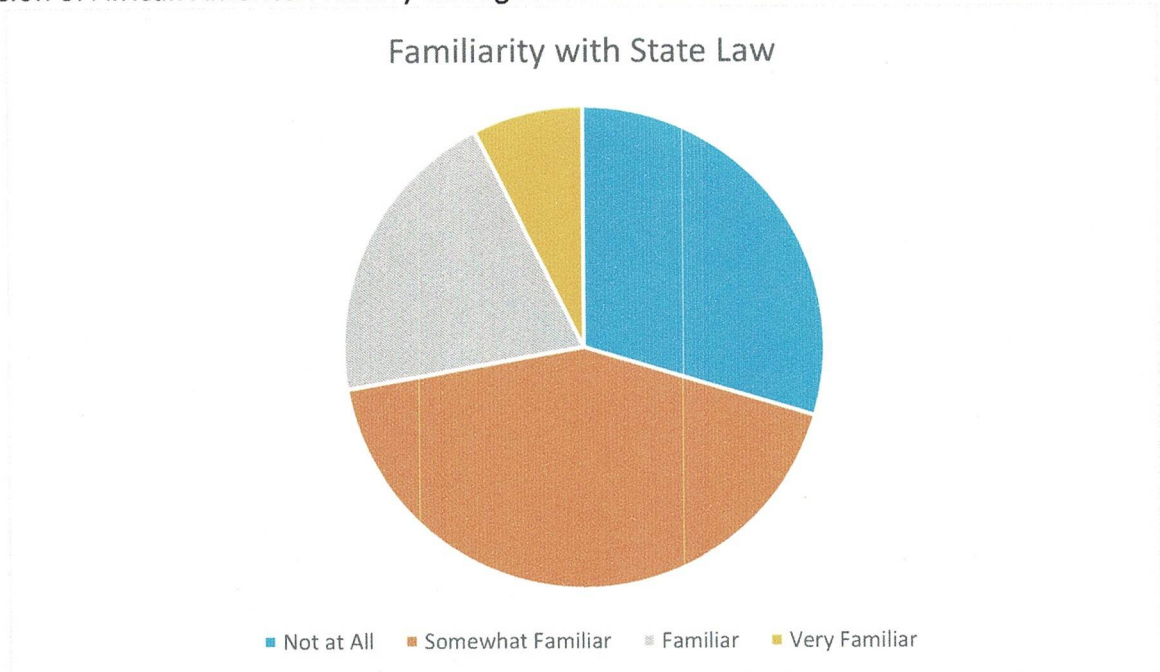


level specific training opportunities either in its primary Summer Institute or in periodic trainings throughout the state all year. With regards to the latter suggestion, this evaluator believes that the Task Force could raise its profile if it elects to conduct trainings throughout the state, on an on-going basis. This training model can either supplement or supplant the current Summer Institute training model currently in operation. Periodic trainings could be a better use of grant dollars in several ways:

- Varying the location and scale of the trainings would increase participation in districts previously not represented in the Summer Institute.
- More periodic trainings would enhance the profile of the Task Force, and its work. This would thus increase awareness of FS 1003.42 section H and ensuring its implementation across the state.<sup>1</sup>

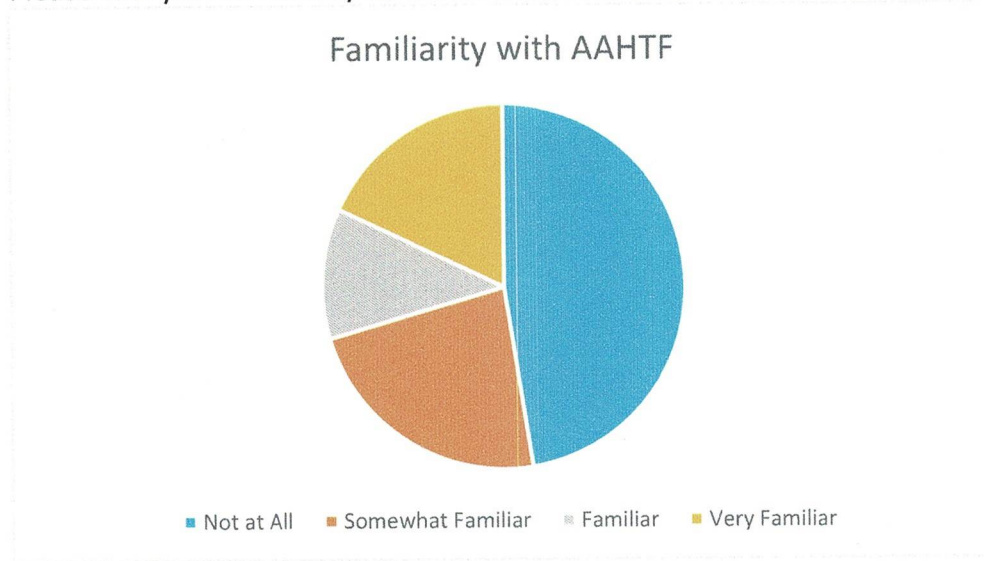
For evaluative purposes, this external evaluator attended one of these mini-institutes. On Saturday, May 4<sup>th</sup>, district officials from Alachua County hosted a Task Force supported conference at the A. Quinn Jones Center for Excellence in Gainesville. Sixty-five registered attendees from Alachua, Marion and Putnam counties converged on the site for the day's proceedings, which extended from 9:00 am – 3:00 pm. Attendees received a stipend and CEUs for their time and this predictably had a favorable impact on participation. A Pre-Assessment Inventory was administered gauging participant expectations at the start of the workshop. The following is as sampling of some of the findings of that survey:

Please rate your familiarity with FS 100.43 (section H), the 1994 statute mandating the infusion of African American History throughout the K-12 curriculum in Florida schools.



<sup>1</sup> Final Evaluation Report of the African American History Task Force, pp. 12 – 13. Authored by Dr. Andrea Oliver June 2018.

Please rate your familiarity with the African American History Task Force(AAHTF)



How did you learn about the African American History Task Force (AAHTF) sponsored Educator Workshop?

Site based administrator	District Official	AAHTF Website	Other*
10	28	3	15

\*Respondents reported hearing about the Gainesville Workshop by word of mouth from other colleagues, district level African American History advocates, Task Force Members, or community advocacy groups and individuals.

What are you hoping to gain from your participation in the AAHTF Educator Workshop?

Varied Response Sample Below\*

\*Resources and ideas for how to infuse African American history in elementary level classrooms.

\*More information to share with my students and colleagues.

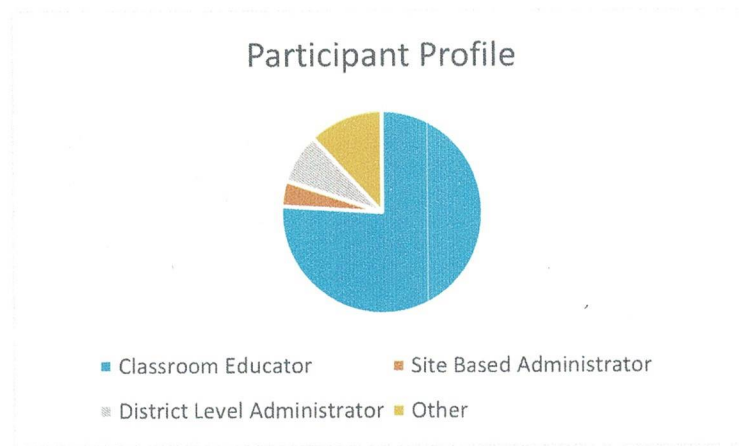
\*Lesson plan ideas, inspiration and networking.

\*Additional knowledge and resources needed to bring back to my school site to incorporate African American History into the curriculum across all subject areas.

\*Updates on exemplary status and districts.

\*Increased familiarity with the program, site and institute.





### **Participant Feedback on the Institute**

The post-Institute survey had a response rate of better than 60% and the following is a compilation of some of the responses to that survey:

#### **Question 1: Workshop leaders were well organized.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
47.36%	50.00%	0.00%	0.00%	.002%	N/A

#### **Question 2: The Workshop leaders stimulated my interest in including more African American History (AAH) in my classroom.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
71.05%	23.68%	.052%	0.00%	0.00%	N/A

#### **Question 3: Workshop leaders and instructors presented the material clearly.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
39.47%	52.63%	0.26%	0.52%	0.00%	N/A

#### **Question 4: I would recommend this workshop to a colleague.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
60.52%	21.05%	15.78%	0.00%	.026%	N/A

**Question 5: Overall, this was one of the better workshops I have attended.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
50.00%	31.57%	.078%	.052%	.026%	.026%

**Question 6: I would like to attend another AAH workshop and include education materials and other topics.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
57.89%	36.84%	0.00%	0.00%	0.00%	N/A

**Question 7: Compared to similar workshops I have attended, I have learned more about teaching African American History at this Professional Development Workshop than I ever have before.**

Strongly Agree	Agree	Neutral/Neither Agree or Disagree	Disagree	Strongly Disagree	No Response
52.63%	26.31%	.078%	.052%	.026%	.052%

### Expanding Reach – Enhancing Impact

During this transitional period, one in which a re-evaluation of EverFi's longstanding partnership is currently under review, the Task Force is conducting a series of statewide meetings designed to encourage direct participation of relevant district level and school-based stakeholders. The first of these meetings was conducted in Jacksonville in October 2019 with future meetings planned in Miami and Tallahassee in December and February respectively. The idea behind these meetings is to invite ideas that will increase the number of exemplary districts as identified by the Task Force who are utilizing best practices in the implementation of FS 1003.42. Specifically, meeting participants are culled from the Task Force's newly formed Professional Development Team. Tasked with the responsibility of developing curriculum and pedagogical approaches designed to execute more faithfully legislative measures and Department of Education policy, the Team will conduct several meetings across the state, convening with stakeholders at the school and district level.

Participating members of the Team were asked to focus on the Task Force produced Instructional Standards guide, choosing a specific grade level with which to make recommendations for



needed changes, updates or edits. They were also asked to ensure that standards, either in their current or edited forms align with pre-existing district pacing guides and state benchmarks.

Planning for a Summer Institute is currently underway for June 2020 where priority for participation will be extended to educators from emerging exemplary districts. An enduring critique of the Task Force's efforts has been a seeming inability to involve suburban, exurban and rural districts in Task Force training initiatives to ensure schools in these districts are complying with the original legislative intent of FS 1003.42. The on-going development workshops, and the plan to target educators in emerging exemplary districts are promising steps in expanding the reach of the Task Force's stated mission of: "implementing the teaching of the history of African peoples and the contributions of African Americans to society...by work(-ing) to ensure awareness of the...required instruction legislation that addresses the African and African American experience into the curriculum of Florida's schools."<sup>2</sup>

One highlight worth noting is the traffic the Task Force's website is enjoying. The Task Force's official website: ([www.afroamfl.org](http://www.afroamfl.org)), registered respectable traffic during the first quarter of FY 2020. According to data provided by SGS, the site registered over 2,000 views, 75% of which were recorded as "unique views" indicating multiple site engagements on the part of a given visitor. These analytics provide valuable insights into what can be a promising way for the Task Force to enhance its profile amongst educators, students, parents and the community writ large. Future reports will continue to monitor this specific metric as a means of evaluating the reach of Task Force driven goals and initiatives.

## Best Practices In Action – A Case Study of One Emerging Exemplary District

There are six evidence-based, Task Force approved criteria a district must meet to be an AAHTF rated exemplary district. They are as follows:

- School Board Approval of the African American History Task Force Initiative
- Structured Programs of Professional Development
- An African American Studies Curriculum
- University – School District Collaboration
- Parent – Community Partnerships

Palm Beach District Schools is one of ten districts identified as an exemplary district. Under the management of Brian Knowles of The Office of African American, Latino and Gender Studies for Palm Beach County Schools, a district level institute, the 25<sup>th</sup> of its kind, convened in June 2019. This two-day workshop witnessed the participation of over 250 educators per day from across the district. The meeting, known as the Annual African and African American Summer Institute, featured keynote speakers and breakout presenters that delivered presentations on a variety of pedagogically,

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<sup>2</sup> Commissioner of Education African American History Task Force website: [afroamfl.org/mission-and-goals/](http://afroamfl.org/mission-and-goals/). Accessed: 25 November 2019.

\*The 0% data metric referenced here is based on AAHTF Evaluator's Reports of SY 2017-18 and 2018-19.

professional, and content-based topics. Attendees had the opportunity to acquire up to eight in-service points for their attendance and the completion of an accompanying applicable activity. Yet another area of commendable practice is the manner in which Knowles' office marshalled community-based resources to assist in the staging of this workshop. Private industry, civic organizations and other community groups sponsored various elements of the workshop, which serves as a strong indicator of community buy-in to the goals of FS 1003.42 at the local level. Earlier evaluations offered the suggestion that the Task Force would be well served in encouraging districts to foster community partnerships in an effort to raise the profile of the state law that guides the work of the Task Force. The Palm Beach workshop is a testament to the effectiveness of this strategy.

The Palm Beach Summer Institute provides a model that other districts can pattern themselves after in bringing a meaningful and robust professionally enhancing opportunity to learn more about FS 1003.42 and its practical applications in the classroom. The Task Force should continue to work closely with model districts like Palm Beach to replicate its successful approach in the implementation of FS 1003.42. Other districts offering comparably comprehensive training programs similar to Palm Beach Schools, include Alachua, Marion and Dade counties.

### Task Force Summer Institute Workshop Strategy

For the 2019-2020 school year, the determination was made that the Task Force would host a multi-day Summer Institute, last conducted in June 2018. Since they are held over the summer and educators are freed from the ordinary encumbrances of the school year, this format will allow educators to have more time for collegial conversations and more extensive involvement with content that is pedagogically appropriate for several disciplines and grade levels.

This advantage notwithstanding, Summer Institutes have historically included participation from educators representing districts that were already identified as Exemplary by Task Force standards. One concern this raises is the lack of representation from educators in non-exemplary districts or districts in minimal compliance with FS 1003.42. Workshop developers may wish to consider ways to tailor their marketing efforts toward educators in these oft-underrepresented districts by making direct contact with district level and school level personnel who will derive the most benefit from their participation in the Task Force's Summer Institute. Priority should be given to educators who have never before attended from school districts who have never been represented in any previously held Summer Institutes. As has been the case in prior years, qualitative and quantitative data will be gathered from the Summer Institute, using both pre and post workshop surveys. The final evaluator's report will assess the effectiveness of this renewed emphasis on new attendees from emerging exemplary districts and base further recommendations on that assessment as warranted.

### Partnership Re-evaluations

In October 2019, The AAHTF Curriculum Team submitted a proposal to its long-standing partner EverFi that sought to redefine EverFi's delivery modalities for its African American History content. Historically, EverFi delivered a robust platform of user friendly and competency based online courses designed to engage students and their teachers in African American history related content. While effective in several aspects, this approach to delivering African American History to schools statewide did not have the wide-ranging reach intended by the original



legislative intent of FS 1003.42. As evaluation reports from each of the last three academic terms indicated, school level engagement rarely if ever breached the 50% level of all school districts in Florida, with nearly a quarter of all districts registering educator or student engagement at or near 0%\*. A reevaluation of EverFi's delivery options and its relationship with the Task Force represents a willingness to ensure that the Task Force is making wise use of public dollars in an effort to faithfully execute the worthy goals of this statute's legislative mandate, which is to "develop...instructional guidelines...and supplemental materials/resources that include the African and African American experience", and that "provide pre-and in-service training for implementation of the required instruction using various technologies and materials." EverFi has been presented with two options for delivering relevant content to Florida schools, both of which promise to increase involvement by Florida's educators and their students. The resuscitation of The Task Force's partnership with EverFi is pending its ability to customize its content for The Task Force's Florida specific needs.