

African American History Task Force Activity Report

1<sup>st</sup> Quarter July 1, 2019 – September 30, 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 – Principle 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
<p><b>1. Project Director:</b> Oversees the operations and progression of the project.</p> <p><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&amp;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.</p>	<p>Reports Correspondences</p> <p>Reports Logs Communications Minutes Correspondences</p>	<p>Reports</p> <p>Appendices A, B, C</p> <p>Time sheets Reports Minutes</p> <p>Time sheets Reports Correspondences</p>	<p>Quarterly: October 2019 January 2020 April 2020 June 2020</p> <p>Quarterly: Complete October 2019 January 2020 April 2020 June 2020</p> <p>Quarterly: October 2019 January 2020 April 2020 June 2020</p>	<p>7508.65/2628.03</p> <p>28000.00/3640.00</p>

<p><b>SGS Technologies:</b> 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>	<p>Analytical reports</p>	<p>Quarterly Reports  1<sup>st</sup> quarter report in appendix D.</p>	<p>Quarterly:  <b>Complete October 2019</b>  January 2020  April 2020  June 2020</p>	<p><b>10,000.00</b></p>
<p><b>Professional Development Team (PDT):</b> Website professional development. Improve teacher/student knowledge about African American history through the African American History Task Force initiatives:  Comprehensive reporting and data highlighting program efficacy and impact in area schools  Innovative, interactive, digital learning technology private-labeled to AAHTF</p>	<p>Analytical reports</p>	<p>Communication and solicitation letters inviting nominees from select Exemplary Districts  <b>First meeting 10/5/2019</b></p>	<p>Quarterly:  <b>In Progress October 2019</b>  January 2020  April 2020  June 2020</p>	<p><b>15,000.00</b></p>
<p><b>Travel/Meetings/Materials:</b></p> <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> <li>• Onsite teacher professional development meetings and workshop</li> </ul>	<p><b>African American History Educator Academies:</b> 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)  <b>AAHTF Meetings:</b> 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.  Ensure that each member of the African American History task force has signed the Statement of fiscal Responsibility supplied by the Florida Department of Education.</p>	<p>Quarterly Reports  Travel Reports  Sign-in Sheets  Minutes  Presentations  Reports  Certification  SFR signed forms  Supply Invoices</p>	<p><b>In Progress October 2019</b>  January 2020  April 2020  June 2020</p>	<p><b>7200.00</b>  <b>20,500.00</b>  <b>2523.3</b></p>

<p style="text-align: center;"><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>December 2019</p> <p>March 2020</p> <p>June 2020</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. Bridgett Marshall Contract and Resignation

D. SGS Technologies Analytical Reports

E. Communication – Professional Development Team

Appendix A.

<input checked="" type="checkbox"/> <b>New Employee</b>			<input type="checkbox"/> <b>Continuing Employee</b>		
* Submit the Personnel Action Request form to the President/Provost/Vice President at least 14 days prior to the beginning of the employment appointment.					
<b>1. OPS EMPLOYMENT CATEGORY (Check ALL that apply)</b>					
<input type="checkbox"/> <b>Faculty</b> <input type="checkbox"/> Adjunct <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Other		<input type="checkbox"/> <b>A&amp;P</b>		<input type="checkbox"/> <b>USPS</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
			<input type="checkbox"/> <b>OPS Student</b> <input type="checkbox"/> Federal <input type="checkbox"/> Non-Faculty <input type="checkbox"/> Other		<input checked="" type="checkbox"/> <b>OPS Staff</b>
<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					
If yes, please attach approved Additional Employment Form.					
<b>4. Salary Information (to be completed by the Hiring Department)</b>					
ALTERATIONS IN THIS SECTION WILL NOT BE ACCEPTED.					
Rate of Pay: Biweekly: <u>655.00</u>		Hourly: <u>13.10</u>		Total for Appt. Period: <u>13296.50</u>	
				Biweekly Hours: <u>50</u>	
Funding Period: Beginning Date: <u>9/20/2019</u>		Ending Date: <u>06/30/2020</u>			
Budgeted Weeks: <u>40.6</u>		**FTE: <u>0.625</u>		Class Code/Class Title: <u>0013 - Other Professionals (Support/Service)</u>	
Working Title: <u>Program Coordinator</u>			Source of Funds: <u>Contract and Grants</u>		
Account Number: <u>120320</u>		Working Department Number, if different from Account #: _____			
Chart Field: Dept.: <u>120320</u> Fund: <u>203</u> PCS <u>22</u> Project: <u>6491</u>					
** Divide hours to be worked by 80 hours to determine F.T.E.					
<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		17638		9/4/2019	
(Print name)		** Position #		(Date)	
Date: <u>9/5/19</u>		Signature: <i>[Signature]</i>			
Dean/Director		Date		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					

\*\*Required Field

HR USE ONLY

## Zandra Higley Timesheets

### Timesheet

Date: 2019-10-09

Employee ID: 300279237

Name: Zandra C Higley

Department: Second Ed-Found

Employee Record: 1

Jobcode: OTHER PROFESSIONALS

**Timesheet Data:**

Day	Date	TRC	Quantity	Reported Status	Elements
Friday	2019-09-20	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Monday	2019-09-23	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Tuesday	2019-09-24	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Wednesday	2019-09-25	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Thursday	2019-09-26	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Friday	2019-09-27	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Monday	2019-09-30	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Tuesday	2019-10-01	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Wednesday	2019-10-02	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,
Thursday	2019-10-03	REGP	5	AP	REGP, H, EST, N, ONL, 0, PSNONCATSK,

**Total Reported Hours :**

Day	10/01 Tue	10/02 Wed	10/03 Thu	10/04 Fri	10/05 Sat	10/06 Sun	10/07 Mon	10/08 Tue	10/09 Wed	10/10 Thu	10/11 Fri	10/12 Sat	10/13 Sun	10/14 Mon	10/15 Tue	10/16 Wed	10/17 Thu	10/18 Fri	10/19 Sat	9/20 Fri	9/21 Sat	9/22 Sun
Select valid alert program ID	5.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	0.00

Employee Signature: \_\_\_\_\_

Date: 10/9/19

Approver#1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver#2 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 request

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

Processed SGS proposal and internal application forms

Facilitated the SGS Contract for approval

Processed requisitions and purchase orders

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

- Provided documentation needed for the 1<sup>st</sup> quarter activity reports
- Monitored the AAHTF website for updates and revisions for the months of July, August and September

Assisted in the planning and delivery of meetings and conferences

Appendix C.

August 26, 2019

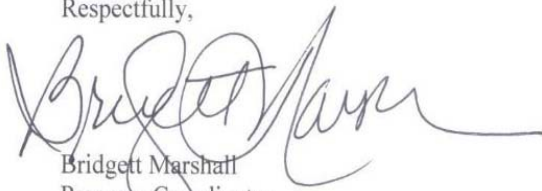
Dr. Bernadette Kelley, Principle Investigator  
African American History Task Force  
College of Education  
501 Gore Education Complex, Room 326 Unit C  
Tallahassee, FL 32307

Dear Dr. Kelley,

Please accept this letter as my resignation as the Program Coordinator for the African American History Task Force. It has been an adventure over the past two years and I have enjoyed working with you.

My last day in the office will be effective August 29, 2019 by close of business. Per your suggestion, I also will be turning in my keys to office #316 to the University key bank by close of business day on August 29<sup>th</sup>.

Respectfully,

A handwritten signature in black ink, appearing to read "Bridgett Marshall". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Bridgett Marshall  
Program Coordinator  
African American History Task Force

## Appendix D.



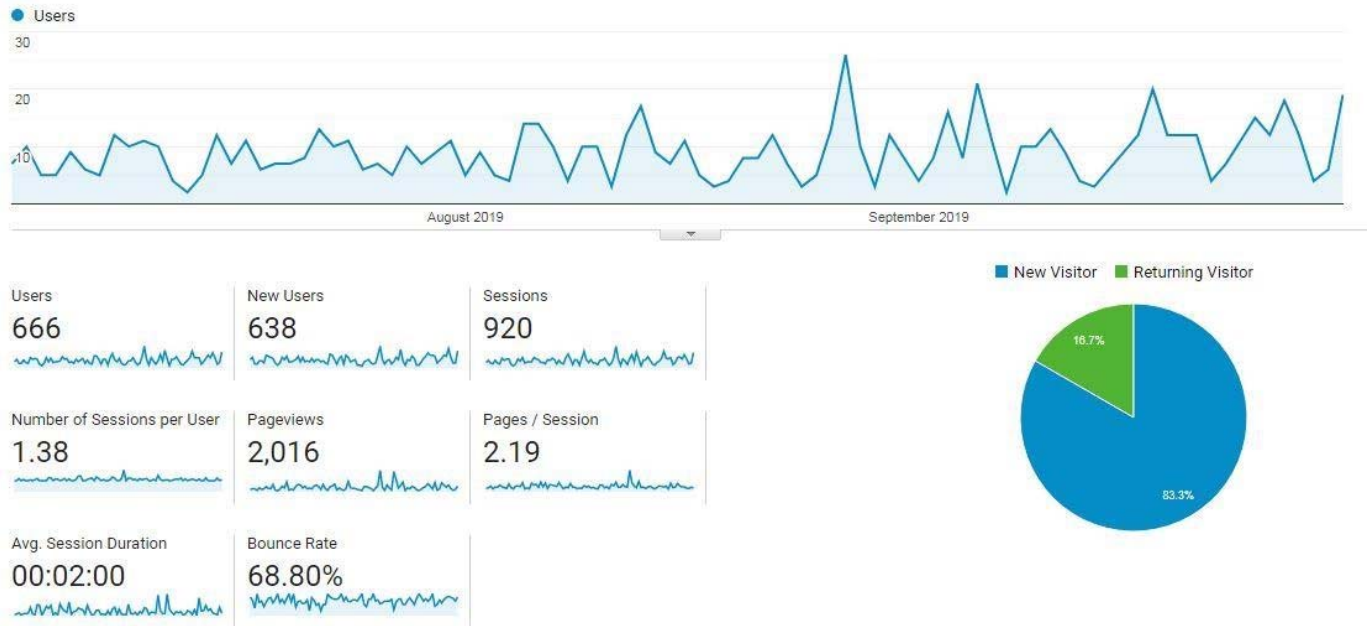
COMMISSIONER OF EDUCATION'S  
AFRICAN AMERICAN HISTORY  
TASK FORCE

## Quarterly Report

July 01, 2019 - Sept 30, 2019



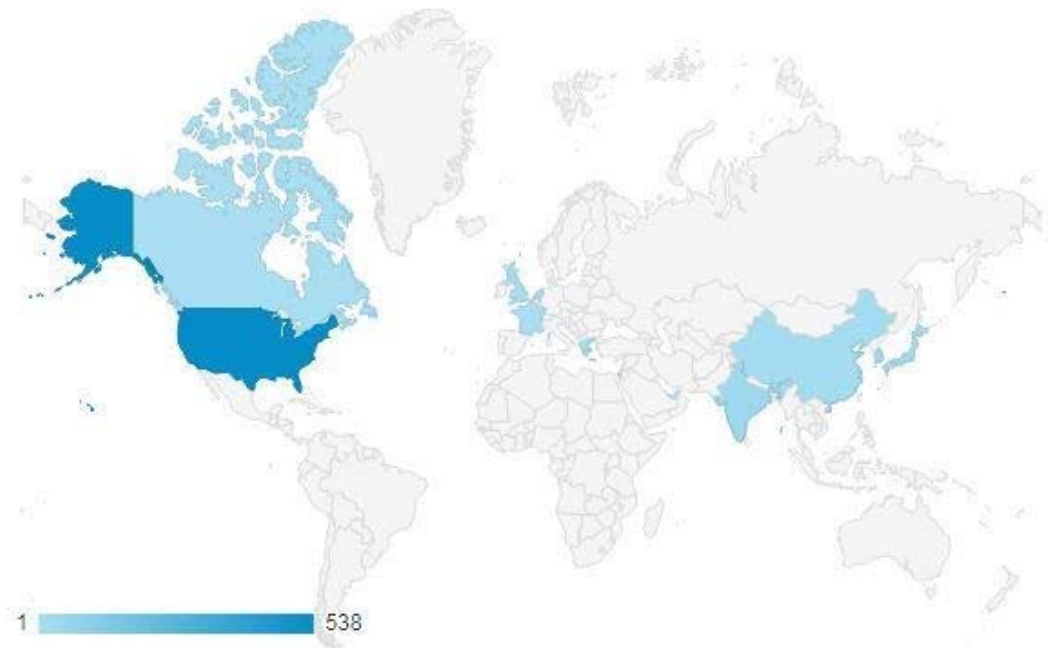
## AUDIENCE OVERVIEW



## TRAFFIC CHANNELS



## COUNTRY WISE VIEWS



Country	Users <input type="text" value="666"/> ↓	New Users	Contribution to total: <input type="text" value="New Users"/> ↓
	<b>666</b> % of Total: 100.00% (666)	<b>638</b> % of Total: 100.00% (638)	
1.  United States	<b>538</b>	81.66%	
2.  India	<b>38</b>	4.23%	
3.  South Korea	<b>30</b>	4.70%	
4.  Japan	<b>23</b>	3.61%	
5.  China	<b>22</b>	3.45%	
6.  Israel	<b>3</b>	0.47%	
7.  (not set)	<b>3</b>	0.47%	
8.  Canada	<b>2</b>	0.31%	
9.  United Kingdom	<b>2</b>	0.31%	
10.  United Arab Emirates	<b>1</b>	0.16%	

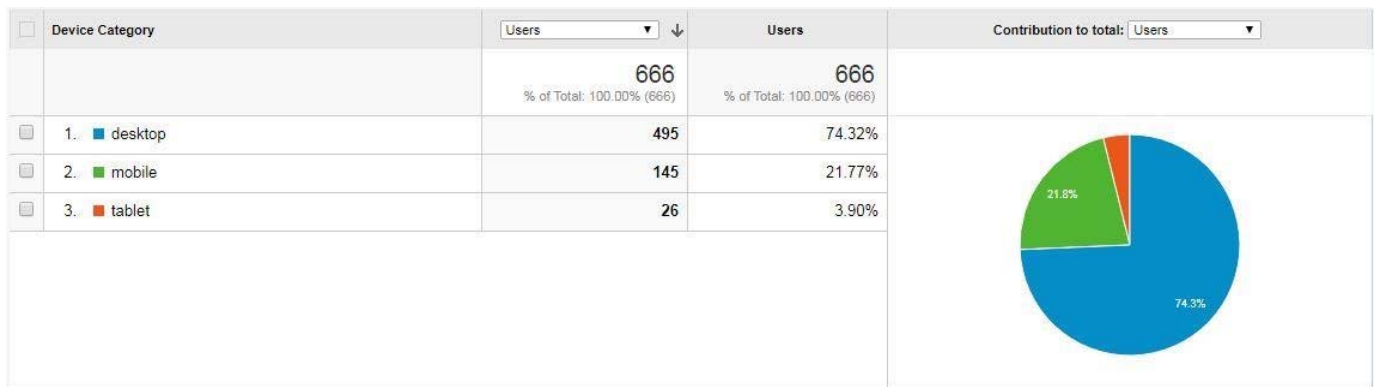
## PAGE VIEWS



## VISITOR TYPE

<input type="checkbox"/> User Type	Users	Users	Contribution to total: Users
	<b>666</b> % of Total: 100.00% (666)	<b>666</b> % of Total: 100.00% (666)	
<input type="checkbox"/> 1. <span style="color: blue;">■</span> New Visitor	<b>638</b>	83.29%	
<input type="checkbox"/> 2. <span style="color: green;">■</span> Returning Visitor	<b>128</b>	16.71%	

## DEVICE CATEGORY



## BROWSER

